

Alaska Board of Certified Real Estate Appraisers



Board Meeting Packet

Friday, July 31st, 2015
Anchorage, Alaska

Alaska Board of Certified Real Estate Appraisers

Board Roster

Member	Date Appointed	Reappointed	Term Expires
Lance H Cook <i>At-Large Residential Real Estate Appraiser (Fairbanks)</i>	3/1/2012		3/1/2016
David M. Derry <i>Licensed General Real Estate Appraiser (Kenai)</i>	3/1/2014		3/1/2018
Alfred J. Ferrara <i>Licensed Residential Real Estate Appraiser (Anchorage)</i>	3/1/2014		3/1/2018
Renee E. Piszczek <i>Mortgage Banking Executive (Fairbanks)</i>	9/2/2014	1/19/2015	3/1/2017
VACANT <i>Public Member</i>			

2015 STATE HOLIDAY CALENDAR

JANUARY

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FEBRUARY

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DECEMBER

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State Holidays

Date	Holiday
01/01	New Year's Day
01/19	MLK Jr.'s Birthday
02/16	Presidents' Day
03/30	Seward's Day
05/25	Memorial Day
07/04	Independence Day (observed 07/03)

Holiday

State calendar maintained by the
Division of Finance,
Department of Administration
<http://doa.alaska.gov/calendars.html>
Rev. 09/18/2014

State Holidays

Date	Holiday
09/07	Labor Day
10/18	Alaska Day (observed 10/19)
11/11	Veterans Day
11/26	Thanksgiving Day
12/25	Christmas Day

STATE OF ALASKA
DEPARTMENT OF COMMERCE, COMMUNITY & ECONOMIC DEVELOPMENT
DIVISION OF CORPORATIONS, BUSINESS, AND PROFESSIONAL LICENSING
BOARD OF CERTIFIED REAL ESTATE APPRAISERS

Robert Atwood Building, Room 104
Anchorage, Alaska

Friday, July 31st, 2015

TENTATIVE MEETING AGENDA

	<u>TIME</u>	<u>TOPIC</u>	<u>LEAD PERSON(S)</u>
1.	9:00 a.m.	Call to order/Roll call	David Derry, Chair
2.	9:05 a.m.	Review/Amend Agenda	Chair
3.	9:10 a.m.	Review/Approve Minutes	Chair
		<ul style="list-style-type: none">• March Teleconference• April Teleconference	
4.	9:20 a.m.	Ethics Disclosure/Review Ethics	Chair
5.	9:25 a.m.	Investigations Report	Jay Paff
8.	9:30 a.m.	Public Comment	
7.	9:45 a.m.	Break	
9.	10:00 a.m.	ASC Updates	Kristi Klamet, James Park
10.	11:00 a.m.	Board Business	Chair
		<ul style="list-style-type: none">• Board member update• Review draft of work log• Outstanding Renewal Audits• Review work products• Review continuing education applications• Review/Discuss renewal compliance statement	
11.	12:00 a.m.	Lunch	
12.	1:00 p.m.	Regulation Updates	Examiner
		<ul style="list-style-type: none">• Review finalized regulations• Background checks	
13.	1:30 p.m.	New Business	Chair
		<ul style="list-style-type: none">• Appraisal Management Companies (AMC)• Review finalized forms• Review examination approval process	
14.	2:15 p.m.	Budget Report	Sara Chambers, Operations Manager
15.	2:45 p.m.	Administrative Business	
		<ul style="list-style-type: none">• Task list• Set meeting dates	
16.	3:10 p.m.	Adjourn	Chair

EXECUTIVE SESSION MOTION

Sec. 44.62.310. government meetings public.

(c) The following subject may be considered in an executive session:

- (1) matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;
- (2) subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
- (3) matters which by law, municipal charter, or ordinance are required to be confidential;
- (4) matters involving consideration of government records that by law are not subject to public disclosure.

MOTION WORDING:

In accordance with the provisions of Alaska Statute 44.62.310 (c) (1) (2) (3) or (4) [*select appropriate paragraph number above*], I move to go into executive session for the purpose of discussing:

Board staff _____ to remain during the session **OR** Board only to remain during session.

Off the record at _____.

Example:

In accordance with the provisions of AS 44.62.310 (c)(2), I move to go into executive session for the purpose of discussing the license application of (name). Board staff (names) to remain during the session.

**STATE OF ALASKA
DEPARTMENT OF COMMERCE, COMMUNITY & ECONOMIC DEVELOPMENT
DIVISION OF CORPORATIONS, BUSINESS & PROFESSIONAL LICENSING
BOARD OF CERTIFIED REAL ESTATE APPRAISERS**

**MINUTES OF TELEPHONIC MEETING
March 12, 2015**

By the authority of AS 08.01.070(2), and in compliance with the provisions of AS 44.62, Article 6, a scheduled teleconference of the Board of Certified Real Estate Appraisers was held December 11, 2014 at the State Office Building, 330 Willoughby Avenue, 9th Floor, Conference Room A, Juneau, Alaska.

Call to Order/Roll Call

The meeting was called to order at 8:32 am by David Derry, Chair.

Those present, constituting a quorum of the Board:

David Derry, Chair, Licensed General Real Estate Appraiser
Alfred Ferrara, Licensed General Real Estate Appraiser
Renee Piszczek, Mortgage Lending Member

In attendance from the Department of Commerce, Community & Economic Development Division of Corporations, Business and Professional Licensing:

Karen Hudson, Records and Licensing Supervisor
Dawn Hannasch, Records and Licensing Supervisor
Laura Carrillo, Licensing Examiner

Agenda Item #1 – Review Agenda

Chairman Derry noted a couple of items had been added under correspondence, the first item being a class action letter which has been added under Board Correspondence, and the other item being a letter and agreement that is added under the investigations report.

Hearing no further additions or corrections to the agenda, Chairman Derry approved the agenda as amended.

Agenda Item #2 – Review/Approve Minutes

The board reviewed the minutes from the December 11, 2014 meeting.

Upon a motion duly made by Renee Piszczek, seconded by Mr. Ferrara, and approved unanimously, it was:

RESOLVED to approve the December 11, 2014 minutes as written.

Chairman Derry noted that the minutes from the October 9, 2014 meeting were approved and should be posted as approved on the website.

Agenda Item #3 – Board Correspondence

Chairman Derry included the letter he had drafted regarding appraisal issues in Fairbanks for board review; he noted he has not heard anything back. Other board members had not heard anything further, Renee Piszczek commented that the letter seemed very appropriate and legal.

Board members reviewed a letter regarding a class action lawsuit, *Spears v. eAppraiseIt LLC*. Members had not been aware of the lawsuit, had not seen it in any professional publications. Fred Ferrara believes that EAppraiseIt is an appraisal management company but he had not done any business with them. Division staff noted that the letter had included a CD containing additional documents if board members wanted to conduct further review. Board members declined, in agreement that the Alaska class action members have been duly notified and no action is necessary by the board

Agenda Item #4 – Ethics Disclosure

Board members had no ethics disclosures.

Chairman Derry called for a brief recess to determine if division Paralegal Charles Ward would be available to present Consent Agreement. Mr. Ward was not available.

Off Record 8:40 a.m.

Back on Record at 8:47 a.m.

Agenda Item #6 – Other Board Business

Karen Hudson introduced Dawn Hannasch and Laura Carrillo, the new Records and Licensing Supervisor and Licensing Examiner for the Certified Real Estate Appraiser program. She noted that Chairman Derry/board members had recently been advised of staffing changes at the division necessitated by the addition of a new supervisory position to allow better coverage for all programs. Dawn will be supervising the new supervisor starting the week of March 16, and Laura will be the new examiner.

Dawn Hannasch addressed the board, adding she had been working for the previous 3 years as the examiner for the medical board. She invited board members to contact her with questions and promised to do the same if she had questions for them. Examiner Laura Carrillo introduced herself to the board, noting she has been with the division as an examiner for the chiropractic board for 7 months.

Chairman Derry welcomed them to the board, confirming they will be replacing Karen Hudson and Laura Carrillo as the program staff. Karen Hudson noted that she will continue to provide training, guidance, assistance to the program through the transition and through the next few months as the program goes through the Appraisal Subcommittee audit, but that Dawn and Laura will take the lead on program matters starting March 16.

Chairman Derry addressed the verbiage of “certified” versus “licensed” appraisers as used on the website roster. Ms. Hudson noted that statutes and regulations utilize the term “certified” for general and residential appraisers. She clarified that the roster information on the website is from a link to the Boards and Commissions website, so will follow up with the Governor’s office to make corrections.

The board further discussed the expiration of Brit Szmoniak’s board appointment. Staff confirmed that the Governor’s office manages board appointments for any vacancy that exists on a board.

Paralegal Charles Ward joined the meeting.

Agenda Item #5 – Investigations Report

Agenda Item #9 – Review of Consent Agreement, Case No. 2014-000540

Upon a motion duly made by Mr. Ferrara, seconded by Renee Piszczek, and approved unanimously by roll call, it was:

Resolved to enter into executive session for the purpose of deliberation [in accordance with 44.62.310(c)].

Off record at 8:59 a.m.

Back on record 9:31 am

Upon a motion duly made by Mr. Ferrara, seconded by Renee Piszczek, and approved unanimously by roll call, it was:

Resolved to approved the Consent Agreement in Case No. 2014-000540.

Chairman Derry asked about the license action statement that will be included on the licensee's public information – noting that if the licensee has been subject to a disciplinary action, especially when it may be a minor infraction such as continuing education, the public may not know what the discipline is for. Chairman Derry thinks that more specific information should be cited. Board members agreed, and Chairman Derry tasked himself with writing a letter to the director asking that more specific language be posted when there is a case such as [the one just approved], including more specific examples.

Agenda Item #6 – Other Board Business, cont.

Board members discussed the current work log and the sample of the Appraisal Institute experience log. Chairman Derry is currently revising the work log, noting the new requirements that supervisory and trainee appraisers must take a course, and thinking it would be nice to have some sort of consistency that works for the state and works for supervisors and trainees. Chairman Derry noted that the state's current form is more detailed than what is required by AQB requirements which is similar to what the Appraisal Institute is asking for in its work log form. AQB wants the log to address the scope of the review and the level of supervision – the state's form has a column for value opinion, and client named in report, and report date, and a supervisory appraiser to sign each sheet. Board members discussed whether value opinions are necessary to reviewing someone's work experience, and proposed to include a place for who physically inspected property – trainee, supervisor, or both.

Fred Ferrara expressed a different feeling about value opinions, noting there are recommendations relative to the number of hours that can be claimed in doing appraisals, so value could be related to the number of hours claimed in the appraisal process and may be indicative of the quality or the time the person spends in an appraisal. He agreed client name should be eliminated.

The question of confidentiality of work logs was raised and staff confirmed that applications, including the work logs, are public documents once the license is issued.

Chairman Derry will continue to revising the work log and will send draft to board members for comments.

Division staff reported that appraiser applications are being revised to conform with proposed regulations.

On the issue of the regulations project, the regulations approved at the December 11, 2014 meeting have been put out for public comment, which will close on April 1. Comments go to the regulations specialist, and once closed, comments will be put together for board

review at the next board meeting. Chairman Derry confirmed for board members that the intent of the proposed regulations is to bring Alaska back into compliance.

Karen Hudson advised board members that the Appraisal Subcommittee staff will be in Juneau for a follow up visit March 23 and 24, and the division will be reporting that regulations are out to public comment as well as reporting on other progress made on other items mentioned in final report. Ms. Hudson advised that they will be conducting yearly audits with checkups as needed to see how things are coming along.

Off record 10:00 a.m.

Back on record at 10:15 am

Chairman Derry proposed that board members receive CE credit for service on the board, and included a proposed regulation change. He commented that he had hoped to have it done in time to include with the current regulations change but members discussed and determined that due to the cost of regulation changes, it can wait until the next round of regulations changes.

Upon a motion duly made by Mr. Ferrara, seconded by Renee Piszczek, and approved unanimously by roll call, it was:

Resolved that the proposed addition of continuing education credit for board members as stated on page 42 of the board packet to be a future regulation change when the next round of regulations occur.

Staff confirmed there are no pending applications for review.

Chairman Derry confirmed he reviewed the latest continuing education applications and sent them back. He confirmed that the expedited process has been for the applications to be sent to him for review, and he has been able to review and send back to the state within a week or two.

Karen Hudson confirmed that the division is planning to review and revise the continuing education application in order to have a streamlined application for AQB and IDECC approved courses.

Off record at 10:25 a.m.

Back on record at 11:45 am

Agenda Item #7 – Public Comment

Chairman Derry noted there were no members of the public present during the time scheduled for public comment.

Agenda Item #6 – Other Board Business, cont.

Karen Hudson confirmed email receipt of the ASC subcommittee final report, which was issued January 14, 2015. She will email to board members for review.

Off record at 11:49 a.m.

Back on record at 1:00 pm

Agenda Item #8 – Budget Review

Administrative Officer Martha Hewlett joined the teleconference to present the board's financial reports. The board had not had a year end financial report, and the meeting went briefly off record for staff to email relevant reports to board members.

Off record 1:05 p.m

On record at 1:17 pm

Ms. Hewlett presented the board's budget report, starting with the FY 2014 final report. She noted that FY 14 was a non renewal year for the program, with revenue of \$56,250, and allowable third party reimbursements of \$1,499. She explained that this would be where an organization may have paid for travel for attendance at a conference, and was paid back expenses for travel. Below revenue is direct expenses, and FY 2014 direct expenses began with \$34,915. Ms. Hewlett directed board members to page two of the report, corresponding with the 71000 series which is things such as that licensing examiner, direct time that the supervisor may need to assist with the program, the investigator, the regulations specialist and the paralegal if those resources are required.

Board travel expenses ended at \$2,920, which corresponds with the 72000 series on the second page of the report. Contractual ended at \$14,955, which corresponds to the 73000 series on the second page and includes credit card fees, expert witnesses, postage, advertising for regulations or board meetings, records storage, legal, and commission sales which is travel fees booked through the state travel system. Lastly, there was \$24 spent on business supplies, which is most likely materials used to put board packets together.

Indirect expenses were \$20,937 – these are things such as the administrative officer, the director, operations manager, who do not direct timekeep. It also other things such as lease space, parking, IT support, HR support, accounting staff, administrative services, commissioner's office support. In FY 14, the division also did a thorough review of the financials and adjusted the allocation methodology. For example, allocating front desk staff time by transaction per program rather than percentage of license holders resulted in a more equitable methodology for allocation of cost to each program. One other methodology change was made, the general state standard for allocating cost to be done by PCN – by number of people working the program.

Staff confirmed the board had not received the Annual Fiscal Report to Boards and Commissions dated November 2014, so will be sure that a copy is sent to each Board member. The highlights in FY 2014 were that the Division lowered indirect allocations by under one million; between FY11 and FY 14, legal costs to division have been reduced by roughly 33%; for the first time in many years professional licensing groups as a whole ended in the black; since 2011, the number of licensees that we are assisting has risen 20%. The rest of the report gives information about how financials work, including charts and graphs.

Ms. Hewlett reviewed the FY 2015 2nd quarter report, noting this will be a renewal year, with revenue to date of \$32,870, received through 12/31/14. For direct expenses – personal services were \$22,246, travel was \$1,617; and contractual \$18,805, with the majority for legal for regulations work.

Chairman Derry asked if the board has a budget. Ms. Hewlett responded that the financial reports are an accounting of what happened, but to look forward the board gets together and completes its annual for the upcoming year – it will need to list how many meetings it will hold, what the cost of each will be (travel), how many training or conferences the board or staff will attend, what memberships it will pay, etc. The annual report is the main source for budgeting. Ms. Hewlett invited board members to contact her if information is needed.

Chairman Derry would like passed on to Sara Chambers to have recertification fees reduced, and to have renewal applications sent out as soon as possible.

Agenda Item #10 – Administrative Board Business

Charles Ward re-joined the meeting, indicating he had spoken to Sara Chambers about the board concern regarding license action information available to public. She confirmed the new database is rolling out on May 31 of this year and when it does, if there is license action or consent agreement it can be downloaded so the inquirer can see the nature of agreement or discipline, as opposed to seeing a blanket statement.

Mr. Ward advised he'd had a further conversation with Chief Birt about the use of Letters of Advisement, which are a tool that Investigations uses for low level violations of regulations and statute. It is not considered a license or disciplinary action, and would remain in their license file. Mr. Ward cautioned the board to take no formal action until he has had a chance to do more research first to ensure they would have statutory authority to do this type of action. Board members did not want to pursue this avenue.

Chairman Derry noted there was nothing further to do with regard to budget or fees.

Board members discussed the USPAP course being offered in Anchorage, coming up in April, and encouraged Ms. Piszczek to take the course, which the board had approved be paid for. Chairman Derry will forward the course information to board members and staff.

Chairman Derry included the AARO spring conference agenda for board members review and stated his opinion that the content is worth the trip to go; he thinks the fall conference in Washington DC may be a better choice. Board members agreed.

Next meeting date: April 14th – teleconference: 9:00 a.m.

Upon a motion duly made by Mr. Ferrara, seconded by Ms. Piszczek, and approved unanimously by roll call, it was:

MOVED TO ADJOURN

Adjourn: 12:32 p.m.

Licensing Examiner

Date

Chair

Date



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

BOARD OF CERTIFIED REAL ESTATE APPRAISERS

MINUTES OF THE MEETING

Tuesday, April 14th, 2015

These are DRAFT minutes prepared by the staff of the Division of Corporations, Business and Professional Licensing. These minutes have not been reviewed or approved by the Board.

By authority of AS 08.01.070(2), and in compliance with the provisions of AS 44.62, Article 6, a scheduled meeting of the Board of Certified Real Estate Appraisers was held at the State Office Building, 333 Willoughby Avenue, Tuesday, April 14th, 2015, beginning at 9:28 a.m. The meeting was held in Conference Room B in Juneau, Alaska.

Agenda Item 3 Call to Order/Roll Call

The meeting was called to order by Chair, David Derry at 9:28 a.m.

Board Members Present, constituting a quorum:

Lance Cook, Certified Residential Appraiser
David Derry, Certified General Real Estate Appraiser
Alfred Ferrara, Certified General Real Estate Appraiser
Rence Piszczek, Mortgage Lending Member

Attending from the Division of Corporations, Business and Professional Licensing were:

Karen Hudson, Records and Licensing Supervisor
Dawn Hannasch, Records and Licensing Supervisor
Laura Carrillo, Licensing Examiner
Martha Hewlett, Administrative Officer II

Agenda Item #2 Review Agenda

Time: 9:28 a.m.

Chairman Derry addressed the tentative agenda. Hearing no additions or corrections to the agenda, Chairman Derry approved the agenda as written.

Agenda Item #3 Review/Approve Minutes

Time: 9:29 a.m.

Chairman Derry moved to discuss review of the meeting minutes from March 12th, 2015. At the suggestion of Mr. Derry, the Board reviewed the minutes while Licensing Examiner, Laura Carrillo phoned Jay Paff for his investigative report.

Mr. Derry noted two typos in need of correction; in the first paragraph on page 4, “*nothing*” should be changed to, “*noting*”; and in the sixth paragraph, “*confirmed*” should be changed to, “*conformed*”.

On a motion duly made by Alfred Ferrara, seconded by Renee Piszczek, and approved unanimously, it was:

RESOLVED to approve the meeting minutes as amended.

Agenda Item #4 Ethics Disclosure/Review Ethics

Time: 9:31 a.m.

Board Members had no ethics disclosures.

Agenda Item #5 Investigations Report

Time: 9:34 a.m.

Investigators Jay Paff, Angela Birt, and Robert Kennedy joined the room telephonically at 9:32 a.m.

Investigators Jay Paff, Angela Birt, and Robert Kennedy joined the room telephonically at 9:40 a.m.

Jay Paff presented his investigative report, which included activity from March 2nd, 2015 to April 6th, 2015. There were no open matters available for disclosure.

Mr. Paff also shared with the Board that he had completed the 15-hour USPAP course online, and brought to the Board’s attention that he was unable to attend the Level I Investigator Training course due to a conflict in schedule with a state-sponsored training activity. Chairman Derry shared with the Board and CBPL staff that there is an upcoming one-day USPAP course on April 27th, 2015 in Anchorage, which he encouraged Mr. Paff to attend. Mr. Paff expressed his overall satisfaction in attending the course, as it provided him with the syntax to speak more extensively on appraisal issues.

Agenda Item #6 ASC Update

Time: 9:40 a.m.

Briefly before the investigative report, the Board had moved to discussion on ASC updates, to which Karen Hudson agreed to expound upon. Hearing no further discussion on Agenda #5, Chairman Derry suggested resuming discussion on ASC updates.

Karen Hudson explained that the two-day visit with ASC's Kristi Klamet and Jim Davis was incredibly beneficial in gaining insight as to what needs to be accomplished as the Board/Division continues their efforts to follow AQB recommendations, and comply with federal regulations. Ms. Hudson and Ms. Hannasch expressed that the ASC shared an optimistic sentiment in the Board's/Division's progress, and acknowledged the efforts being made to implement necessary regulation changes.

Among other efforts, Ms. Hudson also informed the board that a clear desk manual with proper policies and procedures was needed to assist the licensing examiner in processing and reviewing applications, and that she had prepared such a manual for this program. Ms. Hudson also brought to the Board's attention the importance of processing courtesy licenses within 5 business days. This was an issue that was identified in the ASC's preliminary findings, and of which internal forms were created by Ms. Carrillo and Ms. Hudson in order to track the processing of such license applications. Ms. Hudson then touched on the issue of background checks, to which new information was promulgated in the 5th exposure draft dated January 1st, 2015, and of which was adopted by the AQB.

Ms. Hudson stated that invoice payments were no longer an issue, as they were being paid on time. Course approval applications were also no longer an issue of concern, although Ms. Hudson noted that internal forms were being updated to clarify course expiration dates. Relating to continuing education, it was also noted that discussion on CAP was planned on the agenda.

Ms. Hudson then briefly discussed license file follow-ups and work-product reviews, stating that the ASC has given the Board 60 days to review these appraisal reports.

Ms. Hudson commented that the ASC expressed an interest in attending/presenting at the Board's upcoming meeting at the end of July in Anchorage.

Hearing no further discussion on ASC updates, Chairman Derry prompted the Board to begin discussion on background checks. Ms. Carrillo informed the Board that a packet insert on background checks was included under Agenda Item #8.

Background Checks

Mr. Ferrara addressed the article on new requirements for background checks, which will take effect January 1st, 2017. Mr. Ferrara's interpretation is that the Board is not being required to adopt new background check processes, but rather have changes made to the

questions on the applications for applicants to self-disclose their criminal history information. Mr. Derry added that on a national level, some lenders are requiring background checks from appraisers, which can be very costly as individual appraisers may be working concurrently with several lenders, each of them requiring a background check. Mr. Cook shared the same concern and expressed that appraisers are having to shoulder these costs. Mr. Ferrara then stated that if/when AMC regulations are implemented, there should be some agreement that AMC's should not require background checks if the state already has background check requirements in place. The Board continued to discuss background checks.

TASK:

Alfred Ferrara and Lance Cook will look into developing regulations in preparation for national background check requirements.

Agenda Item #8 Board Business

Time: 9:57 a.m.

Chairman Derry moved to discussion on Board business.

Board Member Update

Chairman Derry informed the Board that he had been in contact with the Boards and Commissions Office, and that Britt Szymoniak is able to serve on the Board until a replacement member is appointed. Mr. Derry inquired to Mr. Ferrara if he had contacted a potential member from the Builder's Association, and also asked Mr. Cook if he had contacted a potential member from a Native Corporation; neither potential member was contacted. Mr. Derry proposed that a Land Trust member or a member from Valdez may be a good geographical area to represent on the Board.

TASK:

David Derry, Alfred Ferrara, and Lance Cook will contact potential new Board members to replace Ms. Szymoniak's position.

Review Secure Site Protocol

Ms. Carrillo informed the Board that she and Ms. Hudson had created internal forms for verifying receipt and tracking review of appraisal reports. Ms. Carrillo explained that there are separate forms for both the examiner and Board members—each of which serves as verification of receipt and review of the work product. The latter would be posted to the secure site, along with the confidential report for review, which would need to be filled out and sent back to the Division.

Chairman Derry noted to the examiner that when an application is submitted, he does not need to see the application. He advised to only send the work log; after viewing work logs, he will select the work product and assign a reviewer to the work product. The examiner would then contact the licensee for the appraisal report, and the report *and* work product review sheet would then be sent to the reviewer via secure site.

TASK:

Alfred Ferrara will review courtesy reports 1-6 and send the completed review sheets back to Ms. Carrillo.

TASK:

Alfred Ferrara will review courtesy reports 7-11 and send the completed review sheets back to Ms. Carrillo.

Chairman Derry and Ms. Hudson discussed USPAP standards in relation to review sheets.

TASK:

Mr. Derry will look into whether these review sheets comply with USPAP standards.

Review Draft of Work Log

Mr. Derry mentioned he had sent a draft of the Work Log to Ms. Hudson for the licensing staff to review/edit. Ms. Hudson stated she would be speaking with the publications specialist about this.

TASK:

Ms. Hudson or Examiner will speak with the Division's Publications Specialist regarding the Work Log draft.

Clarify Participation Hours for Board Meeting Participation

This has not yet been implemented; Board needs regulatory authority.

April 27th USPAP Course in Anchorage

This was discussed under Agenda Item #5. Chairman Derry inquired if licensing staff would be available to attend, to which Ms. Hannasch declined.

Background Checks.

This was discussed under Agenda Item #5.

Discuss Renewal Fees

Ms. Hudson clarified that renewal fees would not be changing, and that renewal forms would be mailed on by May 1st. Mr. Derry expressed interest in including a letter along with the renewal mail outs, which ideally would disseminate brief information regarding the renewal fees as well as changing requirements for certification, i.e.: bachelor's degree requirement.

TASK:

Mr. Derry will draft a letter to be included with renewals during mail-out.

Discuss Trainee/Supervisory Appraiser Fees

At present, the fee for trainees is \$450.00 and is not expected to change at this time. Ms. Hannasch noted that applying the fee to trainees and not supervisors is appropriate, as it takes the onus of additional fees off supervisors.

Mr. Derry inquired to the Board whether they have noticed if the price of the trainee license has ever deterred individuals from pursuing this licensure. Mr. Ferrara expressed his opinion that there seemed to be no significant advantage of having a trainee license, as it requires hefty fees. Mr. Derry added that it also requires continuing education, and may not be a favorable option. The Board clarified that registration as a trainee is not required in this state.

Agenda Item 9 Regulation Updates

Time: 10:29 a.m.

Chairman Derry noted that there had been no public comment for the regulation changes, and that the Board was now in the position to adopt the changes on record. Chairman Derry inquired to the licensing staff if the ASC had expressed any concern in the Board's regulation changes. Ms. Hudson responded that the ASC wanted the language regarding the requirements to have education and experience completed *before* taking the exam to be unequivocal. Kristi Klamet ultimately gave the impression that, as written, there shouldn't be any confusion as to the clarity of this requirement.

On a motion duly made by Alfred Ferrara, seconded Lance Cook, and approved unanimously, it was:

RESOLVED to adopt the regulations as amended and as included in the Board packet.

Ms. Hudson advised Mr. Derry to sign the, "Order Certifying The Changes to Regulations..." with the date of April 14th, 2015, and to scan the document to Ms. Carrillo as well as place the hardcopy in the mail. Ms. Hudson then briefly discussed the regulation change process, of which has no static time frame.

TASK:

Mr. Derry will send the signed order to Ms. Carrillo via fax, or e-mail, and will also send the hardcopy in the mail.

TASK:

Ms. Carrillo will have the Affidavit of Board Action signed and notarized.

Agenda Item 10 New Business

Time: 10:36 a.m.

Course Approval Program (CAP)

Hearing no further discussion on regulation changes, Chairman Derry moved to discussion on regulatory access to the AQB's CAP. Mr. Ferrara and Mr. Derry discussed potentially high fees for access to CAP, as approval fees are required for initial and subsequent course approval applications.

AMC's

Ms. Carrillo informed the Board that representatives from a REVA, an advocacy trade association for AMC's would be interested in commenting during public comment. Chairman Derry noted that no Board action was required at this time, as regulations regarding AMC's were not yet implemented. No further discussion was needed on this matter.

Laura Carrillo left the room at 10:36 a.m.

Lance Cook left the room telephonically at 10:36 a.m.

Agenda Item 11 Lunch

Time: 10:41 a.m.

Off record at 10:41 a.m.

On record at 1:00 p.m.

Agenda Item 12 Public Comment

Time: 1:01 p.m.

No members from the public were present for public comment.

Agenda Item 13 Administrative Business

Time: 1:02 p.m.

The Board reviewed the task list. Chairman Derry will continue working on the draft of the work log, and will disseminate the document to the rest of the Board members when completed.

Mr. Derry then addressed the October meeting, which the ASC had recommended for the Board to send either one member or two members—this would be decided at the next meeting in July.

Ms. Hudson and Mr. Derry then discussed disciplinary action disclosures during license searches, as Mr. Derry had previously tasked himself with writing a letter to the Director in regards to consent agreements and license action notices.

While waiting for the Budget Report, Chairman Derry moved to set the next meeting date. Ms. Hudson reiterated that the ASC would return during the week of July 27th – 31st, 2015, first to visit Juneau, and then Anchorage to present their preliminary findings and appraisal topics to the Board. Ms. Hudson informed the Board that the ASC would be reviewing investigative files during their next visit as well. The Board decided to set their next meeting date for Friday, July 31st, 2015 in Anchorage.

Agenda Item 14 Budget Report

Time: 1:16 p.m.

Martha Hewlett joined the room at 1:16 p.m.

The Division's Administrative Officer, Martha Hewlett joined the room to present the Budget Report to the Board, which included financials from the 1st-3rd quarters of FY15 that were processed by March 31st, 2015. Ms. Hewlett then confirmed that the Board is in a renewal period, but that significant revenues generated would be seen towards the end of the fiscal year. Ms. Hewlett informed the Board that their total licensing revenues ended at \$41,980 by the 3rd quarter, and briefly explained the breakdown of the Board's direct and indirect expenditures.

Ms. Hewlett then directed the Board's attention to the collocation code breakdown print-outs, and explained that a significant portion of the Board's contractual expenditures of \$25,047 was expended on legal costs, which included investigative, peer review, and regulation overheads. This figure is included in the total direct expenditures, which ended at \$59,451. Ms. Hewlett then informed the Board that their total indirect expenditures of \$15,996 is precisely 3/4's of the Board's indirect expenses for the fiscal year.

David Derry then inquired to Ms. Hewlett what the potential impact would be to the Board's budget after renewal, to which Ms. Hewlett stated that she could possibly estimate the impact based on current license fees and the number of license renewals. Mr. Derry also asked Ms. Hewlett if the same estimates are used to analyze licensing fees. Ms. Hewlett informed the Board that the Operation's Manager, Sara Chambers and the Division's Director, Janey Hovenden would be imminently beginning the fee analyses process for all

programs. Mr. Ferrara added his opinion that with the Board's surplus and legal costs expecting to increase and decrease respectively within the next two years, the renewal fees should be lowered by the subsequent renewal period. Mr. Derry, however, commented that renewal fees may increase for subsequent renewal periods after implementing AMC regulations. Ms. Hudson reiterated that renewal fees would not be changing for this renewal period.

Hearing no further discussion on renewal fees, Ms. Hannasch prompted the Board to begin thinking about the annual report.

TASK:

Ms. Carrillo will e-mail the Board's FY14 Annual Report to all Board members.

David Derry then addressed continuing education hours, to which Ms. Hudson confirmed that the input of course information into the licensing course approval system would be reviewed to ensure accuracy.

Agenda Item 15 Adjourn

Time: 1:31p.m.

On a motion duly made by Alfred Ferrara, seconded Renee Piszczek, and approved unanimously, it was:

RESOLVED to adjourn the meeting at 1:31 p.m.

Respectfully Submitted by:

Laura Carrillo
Licensing Examiner

Approved by:

David Derry, Chair
Alaska State Board of Certified Real Estate Appraisers

EXECUTIVE SESSION MOTION

Sec. 44.62.310. government meetings public.

(c) The following subject may be considered in an executive session:

- (1) matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;
- (2) subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
- (3) matters which by law, municipal charter, or ordinance are required to be confidential;
- (4) matters involving consideration of government records that by law are not subject to public disclosure.

MOTION WORDING:

In accordance with the provisions of Alaska Statute 44.62.310 (c) (1) (2) (3) or (4) [*select appropriate paragraph number above*], I move to go into executive session for the purpose of discussing:

Board staff _____ to remain during the session **OR** Board only to remain during session.

Off the record at _____.

Example:

In accordance with the provisions of AS 44.62.310 (c)(2), I move to go into executive session for the purpose of discussing the license application of (name). Board staff (names) to remain during the session.

CONFIDENTIAL

ETHICS SUPERVISOR DETERMINATION FORM

(Board or Commission Member)

Board or Commission: _____

Member Disclosing Potential Ethics Violation: _____

I have determined that the situation described on the attached ethics disclosure form

does or would violate AS 39.52.110 - .190. Identify applicable statute below.

does not or would not violate AS 39.52.110 - .190.

Signature of Designated Ethics Supervisor (Chair)

Printed Name of Designated Ethics Supervisor

Date: _____

COMMENTS (Please attach a separate sheet for additional space):

Note: Disclosure Form must be attached. Under AS 39.52.220, if the chair or a majority of the board or commission, not including the disclosing member, determines that a violation of AS 39.52.110-39.52.190 will exist if the member participates, the member shall refrain from voting, deliberating, or participating in the matter. A member will not be liable under the Ethics Act for action in accordance with such a determination so long as the member has fully disclosed all facts reasonably necessary to the determination and the attorney general has not advised the member, chair, or board or commission that the action is a violation. Forward disclosures with determinations to the State Ethics Attorney as part of your quarterly report. Quarterly reports are submitted to Litigation Assistant, Opinions, Appeals & Ethics, Department of Law, 1031 W. 4th Avenue, Suite 200, Anchorage, AK 99501.

Revised 2012

MEMORANDUM

State of Alaska
Department of Law

TO:

DATE:

FILE NO.:

TEL. NO.:

FROM: Angie White
Litigation Assistant
Department of Law
Opinions, Appeals, & Ethics Section

FAX:

SUBJECT: Executive Branch Ethics Act, AS
39.52 Quarterly Report
[INSERT QUARTERLY DATE
RANGE]

****SAMPLE LANGUAGE – PLEASE COPY ONLY THE PARTS THAT APPLY
ONTO YOUR BOARD OR COMMISSION'S LETTERHEAD ****

As designated ethics supervisor and chair [executive director] for the _____, I wish to advise you that I have received no notifications of potential violations or requests for ethics determinations under the Ethics Act (AS 39.52) and have made no written determinations for this quarter.

OR

As designated ethics supervisor and chair [executive director] for the _____, I have received ___ notification(s) of a potential violation and ___ requests for ethics determinations under the Ethics Act (AS 39.52). I have attached a copy of the notices and requests along with my written determination(s) for review by the attorney general. I did [did not] receive an advisory opinion from the Attorney General.

AND

Except as addressed above, no other [board member] [commissioner] disclosed a potential conflict of interest at a recorded public meeting during this quarter.

OR

In addition to the above, at the [date] meeting, [Board member] [Commissioner] _____ disclosed a potential conflict with respect to _____ [insert brief description] _____. *Insert disposition:* [S/He refrained from participation.] *or* [I determined s/he could [could not] participate.] *or* [The Board [Commission] members voted to permit [not to permit] participation.]

State of Alaska Department of Law

Who Is My Designated Ethics Supervisor?

Every state public officer, employee or board or commission member, has a designated ethics supervisor.

Executive Agencies

The ethics supervisor for each agency is the Commissioner or a senior manager to whom the Commissioner has delegated the function. The current ethics supervisor for each agency is listed below. The ethics supervisor for a Commissioner is Guy Bell, Director of Administrative Services in the Office of Governor, by delegation from the Governor.

Boards and Commissions

The Chair of each board and commission serves as the ethics supervisor for the other members and any executive director. The ethics supervisor for the Chair is Guy Bell, Director of Administrative Services in the Office of Governor, by delegation from the Governor. If a board or commission employs staff, the executive director serves as the ethics supervisor for these employees.

Public Corporations

The Chair of the board serves as the ethics supervisor for the other members of the board and any executive director. The executive director is the ethics supervisor for employees of the corporation.

Office of the Governor

The ethics supervisor for the Governor and Lieutenant Governor is the Attorney General. By delegation from the Governor, the ethics supervisor for the staff of the offices of the Governor and Lieutenant Governor is Guy Bell, Director of Administrative Services.

University of Alaska

By delegation of the University President, the ethics supervisor for university employees is Associate General Counsel Andy Harrington.

EXECUTIVE BRANCH AGENCIES

Administration: Leslie Ridle, Deputy Commissioner

Commerce, Community & Economic Development: Jon Bittner, Deputy Commissioner

Corrections: April Wilkerson, Director of Administrative Services

Education & Early Development: Les Morse, Deputy Commissioner

Environmental Conservation: Tom Cherian, Director of Administrative Services

Fish & Game: Kevin Brooks, Deputy Commissioner

Health & Social Services: Dallas Hargrave, Human Resource Manager

Labor & Workforce Development: Michael Monagle, Director, Division of Workers Compensation

Law: Jonathan Woodman, Assistant Attorney General

Military & Veterans Affairs: Marty Meyer, Special Assistant to Commissioner

Natural Resources: John Crowther, Inter-Governmental Coordinator

Public Safety: Terry Vrabec, Deputy Commissioner

Revenue: Dan DeBartolo, Administrative Services Director

Transportation & Public Facilities:

- Highways & Public Facilities: Steve Hatter, Deputy Commissioner
- Aviation: John Binder, Deputy Commissioner
- Central Region: Rob Campbell, Regional Director
- Northern Region: Rob Campbell, Acting Regional Director
- Southcoast Region: Acting Regional Director
- Alaska Marine Highway System: Michael Neussl, Deputy Commissioner
- Headquarters: Mary Siroky, Administrative Services Director

Updated April 2015

Department of Law attorney.general@alaska.gov P.O. Box 110300, Juneau, AK 99811-0300
Phone: 907-465-3600 Fax: 907-465-2075 TTY: 907-258-9161
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State of Alaska Department of Law

Ethics Information for Members of Boards & Commissions (AS 39.52)

Introduction

This is an introduction to AS 39.52, the Alaska Executive Branch Ethics Act. This guide is not a substitute for reading the law and its regulations. State board and commission members who have further questions should contact their board chair or staff.

The Ethics Act applies to all current and former executive branch public employees and members of statutorily created boards and commissions.

Scope of Ethics Act (AS 39.52.110)

Service on a state board or commission is a public trust. The Ethics Act prohibits substantial and material conflicts of interest. Further, board or commission members, and their immediate family, may not improperly benefit, financially or personally, from their actions as board or commission members. The Act does not, however, discourage independent pursuits, and it recognizes that minor and inconsequential conflicts of interest are unavoidable.

Misuse of Official Position (AS 39.52.120)

Members of boards or commissions may not use their positions for personal gain or to give an unwarranted benefit or treatment to any person. For example, board members may not:

- use their official positions to secure employment or contracts;
- accept compensation from anyone other than the State for performing official duties;
- use State time, equipment, property or facilities for their own personal or financial benefit or for partisan political purposes;
- take or withhold official action on a matter in which they have a personal or financial interest; or
- coerce subordinates for their personal or financial benefit.
- attempt to influence outcome of an administrative hearing by privately contacting the hearing officer.



Terry knew that a proposal that was before the board would harm Terry's business competitor. Instead of publicly disclosing the matter and requesting recusal, Terry voted on the proposal.



Board member Mick has board staff employee Bob type an article for him that Mick hopes to sell to an Alaskan magazine. Bob types the article on State time.

Improper Gifts (AS 39.52.130)

A board member may not solicit or accept gifts if a person could reasonably infer from the circumstances that the gift is intended to influence the board member's action or judgment. "Gifts" include money, items of value, services, loans, travel, entertainment, hospitality, and employment. All gifts from registered lobbyists are presumed to be improper, unless the giver is immediate family of the person receiving the gift.

A gift worth more than \$150 to a board member or the board member's immediate family must be reported within 30 days if:

- the board member can take official action that can affect the giver, or
- the gift is given to the board member because he or she is on a state board.

The receipt of a gift worth less than \$150 may be prohibited if a person could reasonably infer from the circumstances that the gift is intended to influence the board member's action or judgment. Receipt of such a gift should be disclosed.

Any gift received from another government, regardless of value, must be reported; the board member will be advised as to the disposition of this gift.

A form for reporting gifts is available at www.law.alaska.gov/doclibrary/ethics or from the board or commission staff.

This restriction on gifts does not apply to lawful campaign contributions.



The commission is reviewing Roy's proposal for an expansion of his business. Roy invites all the board members out to dinner at an expensive restaurant. He says it will be okay, since he isn't excluding any of the members.



Jody receives a holiday gift every year from Sam. Jody was recently appointed to a state board, but Sam has no business that is before the board. Jody may accept the gift.

Improper Use or Disclosure of Information (AS 39.52.140)

No former or current member of a board may use or disclose any information acquired from participation on the board if that use or disclosure could result in a financial or personal benefit to the board member (or immediate family), unless that information has already been disseminated to the public. Board members are also prohibited from disclosing confidential information, unless authorized to do so.



Sheila has been on the board for several years. She feels she has learned a great deal of general information about how to have a successful business venture. So she sets up her own business and does well.



Delores has always advised and assisted the other doctors in her clinic on their continuing education requirements. After Delores is appointed to the medical board, she discloses this role to the board and continues to advise the doctors in her clinic.



Jim reviews a confidential investigation report in a licensing matter. He discusses the practitioner's violation with a colleague who is not a board member.

Improper Influence in State Grants, Contracts, Leases or Loans (AS 39.52.150)

A board member, or immediate family, may not apply for, or have an interest in a State grant, contract, lease, or loan, if the board awards or takes action to administer the State grant, contract, lease, or loan.

A board member (or immediate family) may apply for or be a party to a competitively solicited State grant, contract or lease, if the board as a body does not award or administer the grant, contract, or lease and so long as the board member does not take official action regarding the grant, contract, or lease.

A board member (or immediate family) may apply for and receive a State loan that is generally available to the public and has fixed eligibility standards, so long as the board member does not take (or withhold) official action affecting the loan's award or administration.

Board members must report to the board chair any personal or financial interest (or that of immediate family) in a State grant, contract, lease or loan that is awarded or administered by the agency the board member serves. A form for this purpose is available at www.law.alaska.gov/doclibrary/ethics or from the board or commission staff.



John sits on a board that awards state grants. John hasn't seen his daughter for nearly ten years so he figures that it doesn't matter when her grant application comes up before the board.



The board wants to contract out for an analysis of the board's decisions over the last ten years. Board member Kim would like the contract since she has been on the board for ten years and feels she could do a good job.

Improper Representation (AS 39.52.160)

A board or commission member may not represent, advise, or assist a person in matters pending before the board or commission for compensation. A nonsalaried board or commission member may represent, advise, or assist in matters in which the member has an interest that is regulated by the member's own board or commission, if the member acts in accordance with AS 39.52.220 by disclosing the involvement in writing and on the public record, and refraining from all participation and voting on the matter. This section does not allow a board member to engage in any conduct that would violate a different section of the Ethics Act.



Susan sits on the licensing board for her own profession. She will represent herself and her business partner in a licensing matter. She discloses this situation to the board and refrains from participation in the board's discussions and determinations regarding the matter.

Restriction on Employment After Leaving State Service (AS 39.52.180)

For two years after leaving a board, a former board member may not provide advice or work for compensation on any matter in which the former member personally and substantially participated while serving on the board. This prohibition applies to cases, proceedings, applications, contracts, legislative bills, regulations, and similar matters. This section does not prohibit a State agency from contracting directly with a former board member.

With the approval of the Attorney General, the board chair may waive the above prohibition if a determination is made that the public interest is not jeopardized.

Former members of the governing boards of public corporations and former members of boards and commissions that have regulation-adoption authority, except those covered by the centralized licensing provisions of AS 08.01, may not lobby for pay for one year.



The board has arranged for an extensive study of the effects of the Department's programs. Andy, a board member, did most of the liaison work with the contractor selected by the board, including some negotiations about the scope of the study. Andy quits the board and goes to work for the contractor, working on the study of the effects of the Department's programs.



Andy takes the job, but specifies that he will have to work on another project.

Aiding a Violation Prohibited (AS 39.52.190)

Aiding another public officer to violate the Ethics Act is prohibited.

Agency Policies (AS 39.52.920)

Subject to the Attorney General's review, a board may adopt additional written policies further limiting personal or financial interests of board members.

Disclosure Procedures

DECLARATION OF POTENTIAL VIOLATIONS BY MEMBERS OF BOARDS OR COMMISSIONS (AS 39.52.220)

A board member whose interests or activities could result in a violation of the Ethics Act if the member participates in board action must disclose the matter on the public record and in writing to the board chair who determines whether a violation exists. A form for this purpose is available at www.law.alaska.gov/doclibrary/ethics or from the board or commission staff. If another board member objects to the chair's ruling or if the chair discloses a potential conflict, the board members at the meeting (excluding the involved member) vote on the matter. If the chair or the board determines a violation will occur, the member must refrain from deliberating, voting, or participating in the matter. For more information, see Ethics Act Procedures for Boards and Commissions available at the above noted web site.

When determining whether a board member's involvement in a matter may violate the Ethics Act, either the chair or the board or commission itself may request guidance from the Attorney General.

ATTORNEY GENERAL'S ADVICE (AS 39.52.240-250)

A board chair or a board itself may request a written advisory opinion from the Attorney General interpreting the Ethics Act. A former board member may also request a written advice from the Attorney General. These opinions are confidential. Versions of opinions without identifying information may be made available to the public.

REPORTS BY THIRD PARTIES (AS 39.52.230)

A third party may report a suspected violation of the Ethics Act by a board member in writing and under oath to the chair of a board or commission. The chair will give a copy to the board member and to the Attorney General and review the report to determine whether a violation may or does exist. If the chair determines a violation exists, the board member will be asked to refrain from deliberating, voting, or participating in the matter.

Complaints, Hearings, and Enforcement

COMPLAINTS (AS 39.52.310-330)

Any person may file a complaint with the Attorney General about the conduct of a current or former board member. Complaints must be written and signed under oath. The Attorney General may also initiate complaints based on information provided by a board. A copy of the complaint will be sent to the board member who is the subject of the complaint and to the Personnel Board.

All complaints are reviewed by the Attorney General. If the Attorney General determines that the complaint does not warrant investigation, the complainant and the board member will be notified of the dismissal. The Attorney General may refer a complaint to the board member's chair for resolution.

After investigation, the Attorney General may dismiss a complaint for lack of probable cause to believe a violation occurred or recommend corrective action. The complainant and board member will be promptly notified of this decision.

Alternatively, if probable cause exists, the Attorney General may initiate a formal proceeding by serving the board or commission member with an accusation alleging a violation of the Ethics Act. Complaints or accusations may also be resolved by settlement with the subject.

CONFIDENTIALITY (AS 39.52.340)

Complaints and investigations prior to formal proceedings are confidential. If the Attorney General finds evidence of probable criminal activity, the appropriate law enforcement agency shall be notified.

HEARINGS (AS 39.52.350-360)

An accusation by the Attorney General of an alleged violation may result in a hearing. An administrative law judge from the state's Office of Administrative Hearings serves as hearing officer and determines the time, place and other matters. The parties to the proceeding are the Attorney General, acting as prosecutor, and the accused public officer, who may be represented by an attorney. Within 30 days after the hearing, the hearing officer files a report with the Personnel Board and provides a copy to the parties.

PERSONNEL BOARD ACTION (AS 39.52.370)

The Personnel Board reviews the hearing officer's report and is responsible for determining whether a violation occurred and for imposing penalties. An appeal may be filed by the board member in the Superior Court.

PENALTIES (AS 39.52.410-460)

When the Personnel Board determines a board member has violated the Ethics Act, it will order the member to refrain from voting, deliberating, or participating in the matter. The Personnel Board may also order restitution and may recommend that the board member be removed from the board or commission. If a recommendation of removal is made, the appointing authority will immediately remove the member.

If the Personnel Board finds that a former board member violated the Ethics Act, it will issue a public statement about the case and will ask the Attorney General to pursue appropriate additional legal remedies.

State grants, contracts, and leases awarded in violation of the Ethics Act are voidable. Loans given in violation of the Ethics Act may be made immediately payable.

Fees, gifts, or compensation received in violation of the Ethics Act may be recovered by the Attorney General.

The Personnel Board may impose a fine of up to \$5,000 for each violation of the Ethics Act. In addition, a board member may be required to pay up to twice the financial benefit received in violation of the Ethics Act.

Criminal penalties are in addition to the civil penalties listed above.

DEFINITIONS (AS 39.52.960)

Please keep the following definitions in mind:

Benefit - anything that is to a person's advantage regardless financial interest or from which a person hopes to gain in any way.

Board or Commission - a board, commission, authority, or board of directors of a public or quasi-public corporation, established by statute in the executive branch, including the Alaska Railroad Corporation.

Designated Ethics Supervisor - the chair or acting chair of the board or commission for all board or commission members and for executive directors; for staff members, the executive director is the designated ethics supervisor.

Financial Interest - any property, ownership, management, professional, or private interest from which a board or commission member or the board or commission member's immediate family receives or expects to receive a financial benefit. Holding a position in a business, such as officer, director, partner, or employee, also creates a financial interest in a business.

Immediate Family - spouse; another person cohabiting with the person in a conjugal relationship that is not a legal marriage; a child, including a stepchild and an adoptive child; a parent, sibling, grandparent, aunt, or uncle of the person; and a parent or sibling of the person's spouse.

Official Action - advice, participation, or assistance, including, for example, a recommendation, decision, approval, disapproval, vote, or other similar action, including inaction, by a public officer.

Personal Interest - the interest or involvement of a board or commission member (or immediate family) in any organization or political party from which a person or organization receives a benefit.

State of Alaska
Department of Law
Executive Branch Ethics Act

Responsibilities of Designated Ethics Supervisors for Boards and Commissions

Boards and commissions subject to the Ethics Act have designated ethics supervisors. The chair serves as the designated ethics supervisor for board or commission members and the executive director. The executive director is the designated ethics supervisor for staff. The designated ethics supervisor for a chair is the governor, who has delegated this responsibility to Guy Bell, Administrative Director of the Office of the Governor.

Designated ethics supervisors should refer to the Manual for Designated Ethics Supervisors (April 2008), available from the state ethics attorney, regarding their responsibilities under the Ethics Act. Briefly, as designated ethics supervisor, you must --

1. Ensure that members and employees are provided copies of the guides, Ethics Information for Members of Boards and Commissions and Ethics Act Procedures for Boards and Commissions -- and keep a supply of disclosure forms.
 1. These guides, other educational materials, disclosure forms, statutes and regulations are available for review and copying on the Department of Law ethics web site. If access to this page is not available, please contact the Attorney General's office at 269-7195.
2. Review all disclosures, investigate potential ethics violations, make determinations regarding conduct, and take action.
3. Keep member or employee disclosure statements (of potential violations, receipt of gifts, and interests in grants/contracts/leases/loans) on file in your office. Disclosure of a gift received from another government must be forwarded to the Office of the Governor.
4. Submit an ethics report to the Department of Law in April, July, October and January for the preceding quarter. You will receive a reminder. There is a sample report on the ethics web page.
 1. Mail, email or fax to Kim Halstead, Litigation Assistant, Department of Law, Opinions, Appeals & Ethics Section, 1031 W. 4th Avenue, Suite 200, Anchorage, AK, 99501, ethicsreporting@alaska.gov, fax no. 907-279-2834.

You may request ethics advice from your agency's Assistant Attorney General or from the State Ethics Attorney, Jon Woodman, at 269-5100 or jonathan.woodman@alaska.gov. Please direct questions about reporting procedures to Kim Halstead at 269-7195 or kimberly.halstead@alaska.gov.

6/14

Department of Law attorney.general@alaska.gov P.O. Box 110300, Juneau, AK 99811-0300
Phone: 907-465-3600 Fax: 907-465-2075 TTY: 907-258-9161
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For further information and disclosure forms, visit our Executive Branch Ethics web site or please contact:

State Ethics Attorney
Alaska Department of Law
1031 West 4th Avenue, Suite 200
Anchorage, Alaska 99501-5903
(907) 269-5100
attorney.general@alaska.gov

Revised 9/2013

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EXECUTIVE SESSION MOTION

Sec. 44.62.310. government meetings public.

(c) The following subject may be considered in an executive session:

- (1) matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;
- (2) subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
- (3) matters which by law, municipal charter, or ordinance are required to be confidential;
- (4) matters involving consideration of government records that by law are not subject to public disclosure.

MOTION WORDING:

In accordance with the provisions of Alaska Statute 44.62.310 (c) (1) (2) (3) or (4) [*select appropriate paragraph number above*], I move to go into executive session for the purpose of discussing:

Board staff _____ to remain during the session **OR** Board only to remain during session.

Off the record at _____.

Example:

In accordance with the provisions of AS 44.62.310 (c)(2), I move to go into executive session for the purpose of discussing the license application of (name). Board staff (names) to remain during the session.



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Commerce, Community,
and Economic Development

DIVISION OF CORPORATIONS, BUSINESS AND
PROFESSIONAL LICENSING

550 West Seventh Avenue, Suite 1500
Anchorage, Alaska 99501-3567
Main: 907.269.8160
Text phone: 907.465.5437
Toll-free fax: 907.249.8756

DATE: July 13, 2015

TO: Alaska Board of Certified Real Estate Appraisers

THRU: Alvin M. Kennedy, Senior Investigator
Angela G. Birt, Chief Investigator

FROM: Jay H. Paff, Investigator

SUBJECT: Certified Real Estate Appraisers Report for July 31, 2015 Board Meeting.

The following information was compiled as an investigative report to the Board for the period from April 6, 2015 through July 13, 2015. Including cases, complaints, and intake matters, since the last report, the Division opened **six (6)** matters and closed **four (4)** matters. There is currently **3 (three)** on-going matters under active investigation or pending litigation.

<u>CASE#</u>	<u>OPENED</u>	<u>VIOLATION</u>	<u>PROFESSION</u>
2015-000527	04/06/2015	Incompetence	Appraiser
2015-000528	04/06/2015	Incompetence	Appraiser
2015-000902	05/28/2015	License Application Issue	Appraiser

OPEN CASES AND COMPLAINTS: TOTAL = 3

INVESTIGATIVE ACTIONS CLOSED SINCE LAST MEETING:

CLOSED CASES AND COMPLAINTS: TOTAL = 0

EXECUTIVE SESSION MOTION

Sec. 44.62.310. government meetings public.

(c) The following subject may be considered in an executive session:

- (1) matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;
- (2) subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
- (3) matters which by law, municipal charter, or ordinance are required to be confidential;
- (4) matters involving consideration of government records that by law are not subject to public disclosure.

MOTION WORDING:

In accordance with the provisions of Alaska Statute 44.62.310 (c) (1) (2) (3) or (4) [*select appropriate paragraph number above*], I move to go into executive session for the purpose of discussing:

Board staff _____ to remain during the session **OR** Board only to remain during session.

Off the record at _____.

Example:

In accordance with the provisions of AS 44.62.310 (c)(2), I move to go into executive session for the purpose of discussing the license application of (name). Board staff (names) to remain during the session.



THE STATE
of ALASKA
GOVERNOR BILL WALKER

Department of Commerce, Community,
and Economic Development

DIVISION OF CORPORATIONS, BUSINESS AND
PROFESSIONAL LICENSING

P.O. Box 110806
Juneau, AK 99811-0806
Main: 907.465.2550
Fax: 907.465.2974

June 11th, 2015

Appraisal Subcommittee
Federal Financial Institutions, Examination Council
1401 H. Street, NW, Suite 760
Washington, DC 20005

Re: Appraisal Subcommittee Staff Follow-Up Review

Dear Appraisal Subcommittee Staff,

During your Compliance Review from August 4-7, 2014, it was determined that the Alaska Board of Certified Real Estate Appraisers remained non-compliant in seven out of eleven concerns identified by your agency. In the follow-up report dated April 23rd, 2015, the ASC required further action by the Board to submit a written update regarding resolution of credentialing issues and USPAP compliance. Since the follow-up report date, the Board has resolved the concern regarding **five individuals who had received appraiser credentialing without meeting AQB Criteria**. Please allow this letter to serve as a response to the required action, as Board Chair, David Derry and Vice Chair, Alfred Ferrara have reviewed work products for the following certificate holders:

Licensing Examiner, Laura Carrillo has verified receipt of work products from the above named individuals. The Board Chair submitted three-page review sheets for each certificate holder, and the Board's Vice Chair submitted one-page review sheets for each certificate holder. **The Board's Chair and Vice Chair have determined that all appraisal reports are in compliance with USPAP standards.**

Respectfully,

A handwritten signature in cursive script, appearing to read "Laura Carrillo".

Laura Carrillo
Licensing Examiner, Alaska Board of Certified Real Estate Appraisers

Attachment: Work product reviews

Cc: David Derry, Board Chair
Alfred Ferrara, Board Vice Chair
Dawn Hannasch, Records & Licensing Supervisor
Sara Chambers, Operations Manager
Janey Hovenden, Division Director

□ □ □ □ □

Appraisal Subcommittee
Federal Financial Institutions Examination Council

April 23, 2015

Mr. David M. Derry, Board Chair
Alaska Board of Certified Real Estate Appraisers
Division of Corporations, Business & Professional Licensing
Department of Commerce, Community and Economic Development
P O Box 110806
Juneau, AK 99811-0806

RE: Appraisal Subcommittee Staff Follow-Up Review

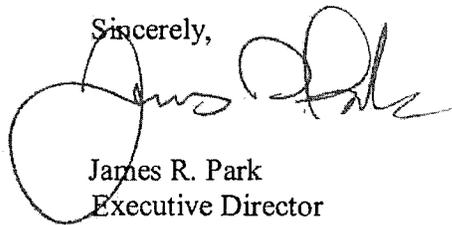
Dear Mr. Derry:

Thank you for your cooperation and your staff's assistance in the March 23-24, 2015, Appraisal Subcommittee (ASC) staff Follow-up Review. This was a Follow-up Review of the August 4-7, 2014 ASC Compliance Review of the Alaska appraiser regulatory program.

As detailed in the attached Follow-up Report, Alaska resolved four of the eleven concerns identified in the August 4-7, 2014 Compliance Review Report. ASC staff is, however, requiring further State actions. ASC staff will monitor the State's progress in addressing the remaining concerns, and could require other actions if sufficient progress is not made.

This letter and the attached Follow-up Report are public record and available on the ASC website in accordance with the Freedom of Information Act. Please contact us if you have any questions.

Sincerely,



James R. Park
Executive Director

Attachment

cc: Ms. Janey Hovenden, Director, Division of Corporations, Business & Professional Licensing
Ms. Sara Chambers, Operations Manager

□ □ □ □ □ □

Appraisal Subcommittee

Federal Financial Institutions Examination Council

May 21, 2015

Mr. David M. Derry, Board Chair
Alaska Board of Certified Real Estate Appraisers
Department of Commerce, Community and Economic Development
Division of Corporations, Business & Professional Licensing
P O Box 110806
Juneau, AK 99811-0806

Dear Mr. Derry:

Pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, as amended (Title XI), we have scheduled a Compliance Review of Alaska's real estate appraiser regulatory program (Program) for July 27-31, 2015. The Review is an essential part of our ongoing efforts to fulfill our obligation under § 1118(a) of Title XI to ensure State compliance. The Review process involves analyzing your statutes, regulations, policies, and procedures to determine your Program's compliance with Title XI.

Kristi Klamet and Neal Fenochietti, Appraisal Subcommittee (ASC) Policy Managers, will conduct the Review. We understand that the Division of Corporations, Business and Professional Licensing is the State agency with administrative, regulatory, and/or enforcement authority for the Program. The Review will begin at the Juneau office on July 28, 2015. The Policy Managers will begin the Review at 9:00 AM and will start with an opening conference at 9:30 AM to discuss your Program and our Review process. Please coordinate with your appropriate Program representatives to ensure their attendance at this opening conference and that they will be available to answer questions, if requested, during the course of the Review. On July 30th, the Policy Managers will continue their Review in the Anchorage office. The Policy Managers will conclude the on-site Review with an exit conference that will be scheduled during the Review. At the exit conference, the Policy Managers will discuss their Preliminary Review Findings. It is important that appropriate Program representatives attend this conference. Part of the Review process will also involve observing the Real Estate Appraisal Board meeting, including executive session, on July 31, 2015. James Park, Executive Director of the Appraisal Subcommittee will also be attending this meeting.

For the majority of their time on site, the Policy Managers will review selected files and records for the period under Review (August 2014 through the present). Please provide a space sufficient for two people to review the selected files in an area that won't interfere with the daily operations of the office. Please have available for their review complete files of: (1) all appraiser-related complaints; (2) approved and disapproved education courses, and providers or instructors; and (3) approved and disapproved resident, temporary practice and reciprocal applications. If you have any questions regarding the availability of any of these records or questions regarding our authority to review such records, please notify us at your earliest convenience before the Review.

Please email the materials requested below to Kristi@asc.gov, Neal@asc.gov and Claire@asc.gov. These materials should be current as of July 1, 2015 and submitted no later than July 6, 2015.

- A complaint log (in a sortable format) identifying the case number, respondent, complainant, opening and closing date, status, and method of disposition which includes the following:
 - All open complaints **regardless of the date filed** including complaints referred to other governmental departments, divisions, offices, and any private third party processors; and
 - All complaints that have been closed since August 2014;

- Sortable list of temporary practice permit applications received during the Review period identifying the applicant, date application was received, date of issuance, and date of expiration, if any;
- Sortable list of all newly issued, upgraded and/or reinstated credentials issued during the Review period;
- Sortable of individuals who received a trainee credential after July 1, 2013;
- List of all approved real estate appraiser-related education course offerings for qualifying and continuing education;
- If you conduct audits of the required continuing education for renewing credentials, please provide a sortable list of credentials audited and the results for each;
- Current real estate appraiser-related statutes, regulations, and written policies/procedures;
- Any draft or proposed real estate appraiser-related statutes and regulations;
- Policy for safeguarding the National Registry;
- Copies of any audits or Sunset reviews of the Program conducted by another State entity within the last four years;
- Blank copies of current real estate appraiser applications (including those for resident licensure /certification, temporary practice, reciprocity, and education provider/instructor approval);
- Blank copies of any checklists/forms used while processing applications, education and/or investigations;
- Sample copies of each type of credential issued (including temporary practice);
- Official Real Estate Appraiser Board/Commission and committee meeting minutes, including executive session minutes, issued during the Review period;
- An organizational chart, including the names, official titles, phone numbers, email addresses and the percentage of time spent on Program of all employees involved in, or part of the management of Program;
- Copies of the current and prior year budget for your Program; and
- Your responses to the attached questionnaire.

We look forward to meeting with you. Please contact Kristi Klamet at (202) 441-9935 with any questions you may have regarding the Review.

Sincerely,



Denise Graves
Deputy Executive Director

Attachment

cc: Ms. Janey Hovenden, Director, Division of Corporations, Business & Professional Licensing, Janey.hovenden@alaska.gov
 Ms. Sara Chambers, Operations Manager, Sara.chambers@alaska.gov
 Ms. Dawn Hannasch, Records & Licensing Supervisor, dawn.hannasch@alaska.gov
 Ms. Karen Hudson, Records & Licensing Supervisor, Karen.hudson@alaska.gov
 Ms. Laura Carrillo, Licensing Examiner, laura.carrillo@alaska.gov
 Mr. Jay Paff, Investigator, jay.paff@alaska.gov

ASC Staff Follow-Up Report: 2014 Compliance Review

Alaska Appraiser Regulatory Program (State)				Alaska Board of Certified Real Estate Appraisers (Board)/Advisory		Umbrella Agency: Department of Commerce, Community & Economic Development, Division of Corporations, Business & Professional Licensing				
Follow-Up of Compliance Review Report Dated: January 14, 2015				ASC Compliance Review Date: August 4-7, 2014		ASC Finding: Not Satisfactory				
Follow-Up Review Date: March 23-24, 2015				Follow-Up Report Issue Date: April 23, 2015		PWI: K. Klarnet				
Applicable Federal Creations	ASC Staff Assessment Compliance (YES/NO) Areas of Concern (AC)	Required/Recommended State Actions from the January 14, 2015 Compliance Review Report	Status as of March 23-24, 2015 Follow-Up	Further Required Actions/Comments						
<p>Statutes, Regulations, Policies and Procedures:</p> <p>States must, at a minimum, adopt and/or implement all relevant AQB Criteria. (12 U.S.C. § 3345; 12 U.S.C. § 3347; Policy Statement 1 C, D.)</p>	<table border="1"> <tr> <td>Yes</td> <td>No</td> <td>AC</td> </tr> <tr> <td></td> <td align="center">X</td> <td></td> </tr> </table>	Yes	No	AC		X		<p>The State must continue the process to amend its regulations to bring them into compliance with AQB Criteria, and provide the ASC staff with a copy of the final regulations once adopted.</p>	<p>Alaska began the rulemaking process to amend its regulations and ensure consistency with the AQB Criteria regarding: (1) Qualifying Education (QE); (2) Distance Education (DE); (3) Continuing Education (CE); and (4) Uniform Standards of Professional Appraisal Practice (USPAP) Instructor Requirements. The amended regulations are expected to become effective in July 2015.</p>	<p>Further Required Actions: Upon adoption, please provide ASC staff with a copy of the final regulations.</p> <p>Comments: None</p>
Yes	No	AC								
	X									
<p>Statutes, Regulations, Policies and Procedures continued:</p> <p>States must, at a minimum, adopt and/or implement all relevant AQB Criteria. (12 U.S.C. § 3345; 12 U.S.C. § 3347; Policy Statement 1 C, D.)</p>	<table border="1"> <tr> <td>Yes</td> <td>No</td> <td>AC</td> </tr> <tr> <td></td> <td align="center">X</td> <td></td> </tr> </table>	Yes	No	AC		X		<p>The State must continue the process to amend its regulations to bring them into compliance with AQB Criteria, and provide the ASC staff with a copy of the final regulations once adopted.</p>	<p>Alaska began the rulemaking process to amend its regulations and include CE requirements for Trainee Appraisers. The amended regulations are expected to become effective in July 2015.</p>	<p>Further Required Actions: Upon adoption, please provide ASC staff with a copy of the final regulations.</p> <p>Comments: None</p>
Yes	No	AC								
	X									
<p>Statutes, Regulations, Policies and Procedures continued:</p> <p>States must, at a minimum, adopt and/or implement all relevant AQB Criteria. (12 U.S.C. § 3345; 12 U.S.C. § 3347; Policy Statement 1 C, D.)</p>	<table border="1"> <tr> <td>Yes</td> <td>No</td> <td>AC</td> </tr> <tr> <td></td> <td align="center">X</td> <td></td> </tr> </table>	Yes	No	AC		X		<p>The State must continue the process to amend its regulations to bring them into compliance with AQB Criteria, and provide the ASC staff with a copy of the final regulations once adopted.</p>	<p>Alaska began the rulemaking process to amend its regulations and include minimum AQB Criteria for supervising appraisers. The amended regulations are expected to become effective in July 2015.</p>	<p>Further Required Actions: Upon adoption, please provide ASC staff with a copy of the final regulations.</p> <p>Comments: None</p>
Yes	No	AC								
	X									

ASC Staff Follow-Up Report: 2014 Compliance Review

Alaska Appraiser Regulatory Program (State)			
Alaska Board of Certified Real Estate Appraisers (Board)/Advisory Umbrella Agency: Department of Commerce, Community & Economic Development, Division of Corporations, Business & Professional Licensing			
Follow-Up of Compliance Review Report Date: January 14, 2015		ASC Compliance Review Date: August 4-7, 2014	
ASC Finding: Not Satisfactory		ASC Finding: Not Satisfactory	
Alaska Board of Certified Real Estate Appraisers (Board)/Advisory Umbrella Agency: Department of Commerce, Community & Economic Development, Division of Corporations, Business & Professional Licensing Follow-Up of Compliance Review Report Date: January 14, 2015			
Applicable Federal Citations	ASC Staff Assessment (YES/NO) Areas of Concern (AC)		
	Yes	No	AC
Statutes, Regulations, Policies and Procedures continued: States must have policies, practices and procedures consistent with Title XI, (12 U.S.C. § 3347, Policy Statement 1 A.)	X		
Statutes, Regulations, Policies and Procedures continued: States must have a policy for issuing a reciprocal credential to an appraiser from another State under the conditions specified in Title XI, (12 U.S.C. § 3351; Policy Statement 5.)		X	
Statutes, Regulations, Policies and Procedures continued: States must issue temporary practice permits within five business days of receipt of a completed application, or notify the applicant and document the file as to the circumstances justifying delay or other action. (12 U.S.C. § 3351; Policy Statement 2.)		X	
Required/Recommended State Actions from the January 14, 2015 Compliance Review Report Within 60 days of the date of this report, the State must provide a copy of its updated policies and procedures and desk manual to ASC staff.	Alaska provided ASC staff with an updated copy of its policies and procedures and desk manual. These resources include policies, practices and procedures addressing: (1) timely payment of National Registry invoices; (2) processing of temporary practice permits within 5 business days upon receipt of a completed application; and (3) proper file maintenance.		
The State must continue the process to amend its regulations to bring them into compliance with Title XI, and provide the ASC staff with a copy of the final regulations once adopted.	Alaska began the rulemaking process to amend its regulations to include a Title XI compliant policy for issuing a reciprocal credential. The amended regulations are expected to become effective in July 2015.		
Within 60 days of the date of this report, the State must provide ASC staff with written policies and procedures to ensure temporary practice applications are processed timely.	Alaska provided ASC staff with an updated copy of its policies and procedures and desk manual.		
ASC staff reviewed temporary practice application files for all temporary practice permits issued since the last Compliance Review. Of 30 files reviewed, 4 were not issued within 5 business days of receipt of a completed application. These 4 applications were received during a time where there was no Program staff. Once new staff was hired the permits were issued timely. ASC staff found the files to contain sufficient documentation.	Further Required Actions: None Comments: None		
Further Required Actions: None Comments: During the next Compliance Review, ASC staff will pay particular attention to this area for compliance with Title XI and ASC Policy Statement 2.	Further Required Actions: None Comments: None		

ASC Staff Follow-Up Report: 2014 Compliance Review

Alaska Appraiser Regulatory Program (State)				
Alaska Board of Certified Real Estate Appraisers (Board) / Advisory Umbrella Agency: Department of Commerce, Community & Economic Development, Division of Corporations, Business & Professional Licensing		Follow-Up Review Date: March 23-24, 2015		
Follow-Up of Compliance Review Report Dated: January 14, 2015		ASC Compliance Review Date: August 4-7, 2014		
		ASC Finding: Not Satisfactory		
		Follow-Up Report Issue Date: April 23, 2015		
		PM: K. Klarnet		
Applicable Federal Citations	ASC Staff Assessment (YES/NO) Areas of Concern (AC)	Required/Recommended State Actions from the January 14, 2015 Compliance Review Report	Status as of March 23-24, 2015 Follow-Up	Further Required Actions/Comments
National Registry: States must reconcile and pay National Registry invoices in a timely manner. (12 U.S.C. § 3347; 12 U.S.C. § 3338; Policy Statement 3 B.)	X	Within 60 days of the date of this Report, the State must provide ASC staff with written policy and procedures to ensure National Registry Invoices are paid timely.	Alaska provided ASC staff with an updated copy of its policies and procedures and desk manual. The State had no outstanding National Registry Invoices at the time of the Follow-up Review.	Further Required Actions: None Comments: ASC staff will pay particular attention to this area during the next Compliance Review to ensure continued compliance with ASC Policy Statement 3 B.
Application Process: States must maintain adequate documentation to support verification of all claimed education. (12 U.S.C. § 3347; Policy Statement 4 B, C.)	X	Within 60 days of the date of this Report, the State must provide ASC staff with written policies and procedures to ensure application files maintain adequate documentation to support verification of all claimed education.	Alaska provided ASC staff with an updated copy of its policies and procedures and desk manual. ASC staff reviewed application files for all appraiser credentials issued since the last Compliance Review. The files contained adequate documentation to support verification of all claimed education. During the review of application files, ASC staff found 5 of the 6 appraiser credentials issued since the last Compliance Review did not meet the minimum AQB Criteria and ASC Policy Statement 4 D. experience requirements as the State did not review work product	Further Required Actions: The State must: (1) Ensure the individuals identified as receiving an appraiser credential without meeting AQB Criteria have demonstrated completion of appropriate USPAP compliant experience to maintain their credential; and (2) Within 60 days of the date of this Report, the State must provide ASC staff with a written update on the status of the State's resolution of the credentialing issue. Comments: ASC staff will pay particular attention to this area during the next Compliance Review to ensure compliance with AQB Criteria and ASC Policy Statement 4.

ASC Staff Follow-Up Report: 2014 Compliance Review

Alaska Appraiser Regulatory Program (State)			
Alaska Board of Certified Real Estate Appraisers (Board)/Advisory			
Umbrella Agency: Department of Commerce, Community & Economic Development, Division of			
Corporations, Business & Professional Licensing			
Follow-Up of Compliance Review Report Dated: January 14, 2015		ASC Compliance Review Date: August 4-7, 2014	ASC Finding: Not Satisfactory
Follow-Up Review Date: March 23-24, 2015		ASC Compliance Review Issue Date: April 23, 2015	PM: K. Klarnet
Applicable Federal Citations	ASC Staff Assessment (YES/NO) Area of Concern (AC)	Required/Recommended State Actions from the January 14, 2015 Compliance Review Report	Status as of March 23-24, 2015 Follow-Up
Reciprocity: States must have a policy for issuing a reciprocal credential to an appraiser from another State under the conditions specified in Title XI. (12 U.S.C. § 3351; Policy Statement 5.)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> AC	Within 60 days of the date of this Report, the State must provide ASC staff with a compliant reciprocal policy.	Alaska began the rulemaking process to amend its regulations to include a Title XI compliant policy for issuing a reciprocal credential. The amended regulations are expected to become effective in July 2015.
Education: States must ensure the delivery mechanism for distance education courses offered by a non-academic provider has been approved by an AQB-approved organization providing approval of course design and delivery. (12 U.S.C. § 3347; Policy Statement 5 B, C.)	X	Within 60 days of the date of this Report, the State must provide ASC staff with a copy of the updated checklist.	While on site, ASC staff reviewed 4 reciprocal (endorsement) application files. In practice, it appears Alaska complies with Title XI concerning reciprocity.
			Alaska provided ASC staff with copies of all updated checklists.
			ASC staff reviewed the files for all education courses approved since the last Compliance Review. ASC staff found the files contained sufficient documentation to ensure that the delivery mechanism for distance education courses offered by a non-academic provider had been approved by an AQB-approved organization.
			Further Required Actions: None
			Comments: ASC staff will pay particular attention to this area during the next Compliance Review to ensure compliance with Title XI and ASC Policy Statement 5.
			Further Required Actions/Comments

ASC Staff Follow-Up Report: 2014 Compliance Review

Alaska Appraiser Regulatory Program (State)			
Alaska Board of Certified Real Estate Appraisers (Board/Advisory)			
Umbrella Agency: Department of Commerce, Community & Economic Development, Division of Corporations, Business & Professional Licensing			
Follow-Up of Compliance Review Report Dated: January 14, 2015		ASC Compliance Review Date: August 4-7, 2014	ASC Finding: Not Satisfactory
Follow-Up of Compliance Review Report Dated: March 23-24, 2015		ASC Compliance Review Date: August 4-7, 2014	ASC Finding: Not Satisfactory
Follow-Up of Compliance Review Report Dated: April 23, 2015		ASC Compliance Review Date: August 4-7, 2014	ASC Finding: Not Satisfactory
<p align="center">ASC Staff Follow-Up Report: 2014 Compliance Review</p>			
Applicable Federal Citations	ASC Staff Assessment (Yes/No) Area of Concern (AC)	Required/Recommended State Actions from the January 14, 2015 Compliance Review Report	Further Required Actions/Comments
Education continued:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> AC	Within 60 days of the date of this Report, the State must provide ASC staff with written policies and procedures to ensure education files contain sufficient documentation to support that approved appraiser courses conform to AQB Criteria.	Further Required Actions: None
States must maintain sufficient documentation to support that approved appraiser courses conform to AQB Criteria. (12 U.S.C. § 3347; Policy Statement 6 A.)		Alaska provided ASC staff with an updated copy of its policies and procedures and desk manual.	Comments: ASC staff will pay particular attention to this area during the next Compliance Review to ensure continued compliance with AQB Criteria and ASC Policy Statement 6.
		ASC staff reviewed the files for all education courses approved since the last Compliance Review. ASC staff found the files contained sufficient documentation to support that the approved appraiser courses conform to AQB Criteria.	

EXECUTIVE SESSION MOTION

Sec. 44.62.310. government meetings public.

(c) The following subject may be considered in an executive session:

- (1) matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;
- (2) subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
- (3) matters which by law, municipal charter, or ordinance are required to be confidential;
- (4) matters involving consideration of government records that by law are not subject to public disclosure.

MOTION WORDING:

In accordance with the provisions of Alaska Statute 44.62.310 (c) (1) (2) (3) or (4) [*select appropriate paragraph number above*], I move to go into executive session for the purpose of discussing:

Board staff _____ to remain during the session **OR** Board only to remain during session.

Off the record at _____.

Example:

In accordance with the provisions of AS 44.62.310 (c)(2), I move to go into executive session for the purpose of discussing the license application of (name). Board staff (names) to remain during the session.

- Per AS 08.87.010, the Board of Certified Real Estate Appraisers shall have at least one public member.

Public Member Candidates:

- Review draft of work log (current work log is attached)
- Review previous renewal audit for
- Review work products for courtesy licensees
- Review/Approve Continuing Education Applications
- Review/Discuss renewal compliance statement







Continuing Education Applications for Approval: AQB/IDECC Approved

Course/Program Title	Provider	Credit Hours
Online Data Verification Methods	Appraisal Institute	Classroom: 5 Final Exam: 0 Total: 5
Managing Appraiser Liability	McKissock, LP	Classroom: 6 Final Exam: 0 Total: 6
Online Appraising Convenience Stores	Appraisal Institute	Classroom: 7 Final Exam: 0 Total: 0



PART III Compliance Statement

BY CHECKING THE APPROPRIATE BOX BELOW YOU ARE VERIFYING YOUR COMPLIANCE WITH THE CONTINUING COMPETENCY REQUIREMENTS OF ARTICLE 2 OF 12 AAC 70.

- License 1 through 932:** I certify that in accordance with Article 2 of 12 AAC 70 I have obtained **28** hours of continuing education as well as satisfactorily completed a 7-hour National USPAP Update Course (the 7-hour course may be a part of the 28 hours) during the concluding licensing period of July 1, 2013 – June 30, 2015.
- License 933 through 1007:** I certify that in accordance with Article 2 of 12 AAC 70 I have obtained **14** hours of continuing education during the concluding licensing period July 1, 2013 – June 30, 2015.
- License 1008 and above:** I certify that I have held my license less than 185 days and am not required to comply with continuing education requirements for this renewal only.
- Late Renewal Applicant:** I certify that I completed some or all my hours of continuing education after June 30, 2015. I have attached a letter of explanation and copies of certificates documenting completion of continuing education. Under 12 AAC 02.965, I understand that hours earned after June 30, 2015 may not be used for the subsequent renewal period.

PART IV Signature

WARNING: The Department may deny, suspend, or revoke the license of a person who has obtained or is attempting to obtain a license to practice as a real estate appraiser by fraud or deceit. The person may also be subject to criminal charges for unsworn falsification (AS 11.56.200).

I certify the information in this application is true and correct, including the attached continuing education documentation.



Signature of Applicant

Date



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

**Department of Commerce, Community,
and Economic Development**

BOARD OF CERTIFIED REAL ESTATE APPRAISERS

Laura Carrillo, Licensing Examiner

P.O. Box 110806

Juneau, AK 99811-0806

Main: 907.465.2588

Fax: 907.465.2974

(DATE)

(Certificate Holder Name)

(Address)

(City, State ZIP)

Your Real Estate Appraiser certification has been randomly selected for audit for the concluding licensing period of July 1st, 2013 through June 30th, 2015. Your renewal application included an affidavit of Compliance Statement asking you to verify that you have fulfilled the continuing education requirements of 12 AAC 70.200 – 12 AAC 70.220 and 12 AAC 70.900 – 12 AAC 70.910.

Per 12 AAC 02.960, you must submit documentation of all continuing education used to satisfy the above requirements for this renewal period. The certificates or similar verifications of satisfactory completion of the above continuing education requirements must include the following information:

- **Your name**
- **Amount of continuing education credit awarded**
- **A description of the continuing education activity, including the course title**
- **Dates of actual participation**
- **The name, mailing address and signature of the instructor, sponsor, or other verifier.**

The said documentation must be submitted to this office within **30 days** of this notice. Failure to comply with the audit of your continuing education activity may result in disciplinary sanctions by the Alaska State Board of Certified Real Estate Appraisers and this Department per AS 08.20.170. You may e-mail, mail or fax your documentation to this office.

Please note that the Board—in its discretion—may grant an extension for submitting the requested documentation if the licensee submits a written request illustrating good cause for the extension. It is the licensee's responsibility, however, to maintain adequate and detailed records of all continuing education competencies. Further formation regarding this audit process and its requirements are outlined at the following link: http://commerce.state.ak.us/dnn/Portals/5/pub/Centralized_Licensing_Regs.pdf

If you have any further questions, please feel free to contact me at 907-465-2588.

Sincerely,

Laura Carrillo

Licensing Examiner

Alaska State Board of Certified Real Estate Appraisers

E-mail: laura.carrillo@alaska.gov

EXECUTIVE SESSION MOTION

Sec. 44.62.310. government meetings public.

(c) The following subject may be considered in an executive session:

- (1) matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;
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MOTION WORDING:

In accordance with the provisions of Alaska Statute 44.62.310 (c) (1) (2) (3) or (4) [*select appropriate paragraph number above*], I move to go into executive session for the purpose of discussing:

Board staff _____ to remain during the session **OR** Board only to remain during session.

Off the record at _____.

Example:

In accordance with the provisions of AS 44.62.310 (c)(2), I move to go into executive session for the purpose of discussing the license application of (name). Board staff (names) to remain during the session.

Statutes and Regulations
**Certified Real Estate
Appraisers**

July 2015

(Centralized Statutes and Regulations not included)



DEPARTMENT OF COMMERCE, COMMUNITY,
AND ECONOMIC DEVELOPMENT

*DIVISION OF CORPORATIONS, BUSINESS
AND PROFESSIONAL LICENSING*

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**CHAPTER 87.
REAL ESTATE APPRAISERS.**

Article

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(§§ 08.87.010, 08.87.020)
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**ARTICLE 1.
BOARD OF CERTIFIED REAL ESTATE APPRAISERS.**

Section

10. **Board created**
20. **Powers and duties of board**

Sec. 08.87.010. Board created. There is created in the Department of Commerce, Community, and Economic Development the Board of Certified Real Estate Appraisers. The board is composed of five members appointed by the governor. At least one member shall be a person certified under this chapter as a general real estate appraiser, at least one member shall be a person certified under this chapter as a residential real estate appraiser, at least one member shall be an executive in a mortgage banking entity, and at least one member shall represent the public. The board shall elect a chair from among its membership.

Sec. 08.87.020. Powers and duties of board. In addition to the powers and duties conferred on the board by AS 08.01, the board shall

- (1) establish the examination specifications for certification as a general real estate appraiser, as a residential real estate appraiser and as an institutional real estate appraiser;
- (2) adopt rules of professional conduct to establish and maintain a high standard of integrity in the real estate appraisal profession; and
- (3) adopt regulations necessary to carry out the purposes of this chapter, including regulations necessary to comply with the requirements of 12 U.S.C. 3331 – 3351 (Title XI, Financial Institutions Reform, Recovery, and Enforcement Act of 1989), as amended by 12 U.S.C. 5301 – 5641 (Dodd-Frank Wall Street Reform and Consumer Protection Act); the regulations adopted by the board under AS 08.87.110, 08.87.120, and 08.87.310 may not be more stringent than the corresponding minimum requirements for receiving approval of the state's program of certification of real estate appraisers under 12 U.S.C. 3331 – 3351 or other federal law.

**ARTICLE 2.
CERTIFICATION.**

Section

100. **Certificate required**
110. **General, residential, and institutional real estate appraiser certificates**
120. **Continuing education requirements for renewal of certificate**

Sec. 08.87.100. Certificate required. A person is guilty of a class B misdemeanor who

- (1) does not hold a certificate issued by the board, whose certificate is suspended or revoked, or whose certificate has lapsed or terminated, and holds out as a certified real estate appraiser in any way, orally or in writing, directly or by implication;
- (2) is certified as a residential real estate appraiser and holds out as certified to appraise real estate other than
 - (A) residential real property of four or fewer units; or
 - (B) residential real property of 12 or fewer units when a net income capitalization analysis is not required by the terms of the appraisal assignment and a secondary mortgage market form is used; or
- (3) is certified as an institutional real estate appraiser and
 - (A) holds out as certified to appraise real estate other than
 - (i) residential real property of four or fewer units having a transaction value of less than \$1,000,000; or
 - (ii) commercial property having a transaction value of less than \$250,000;
 - (B) holds out as performing real estate appraisal services for a fee or for the public at large;
 - (C) accepts a fee for real estate appraisal services other than for services conducted as a full-time employee of a financial institution with offices in the state and other than a salary received as a full-time employee of the financial institution; or

(D) performs a real estate appraisal for other than the portfolio of the financial institution for which the person is employed.

Sec. 08.87.110. General, residential, and institutional real estate appraiser certificates. (a) The board shall issue a general real estate appraiser certificate to a person who presents evidence satisfactory to the board that the person

(1) has successfully completed classroom instruction in subjects related to real estate appraisal, as required by the board in regulation, from an appraisal organization or academic institution approved by the board;

(2) has successfully completed classroom instruction related to standards of professional practice as a real estate appraiser, as required by the board in regulation;

(3) successfully completes an examination prescribed by the board;

(4) has not been convicted of a crime involving moral turpitude; and

(5) has paid the required fees.

(b) The board shall issue a residential real estate appraiser certificate to a person who presents evidence satisfactory to the board that the person

(1) meets the requirements of (a)(2)(5) of this section; and

(2) has successfully completed classroom instruction in subjects related to residential real estate appraisal, as required by the board in regulation, from an appraisal organization or academic institution approved by the board.

(c) Notwithstanding (a) and (b) of this section, the board shall issue a general real estate appraiser or residential real estate appraiser certificate to a person who does not reside in this state and who

(1) applies on the form required by the department;

(2) pays the required fee; and

(3) holds a valid certificate or license from a state whose requirements for real estate appraiser certification or licensing

(A) meet or exceed the appraiser certification standards in this chapter; and

(B) comply with 12 U.S.C. 3331 – 3351 (Title XI, Financial Institutions Reform, Recovery, and Enforcement Act of 1989), as amended by 12 U.S.C. 5301 – 5641 (Dodd-Frank Wall Street Reform and Consumer Protection Act).

(d) A certificate may be issued to a natural person only. A certified real estate appraiser may sign an appraisal report on behalf of a corporation, partnership, firm, or group practice.

(e) The board shall issue an institutional real estate appraiser certificate to a person who presents evidence satisfactory to the board that the person meets the educational and testing requirements of 12 U.S.C. 3331 – 3351 (Title XI, Financial Institutions Reform, Recovery, and Enforcement Act of 1989), as amended by 12 U.S.C. 5301 – 5641 (Dodd-Frank Wall Street Reform and Consumer Protection Act) and as implemented by the board, and that the person is a full-time employee of a financial institution with offices in the state. A person receiving certification under this subsection may perform an appraisal only

(1) for and as an employee of a financial institution with offices in the state;

(2) for the financial institution's own portfolio; and

(3) of

(A) commercial property with a transaction value of less than \$250,000; or

(B) residential property of four or fewer units having a transaction value of less than \$1,000,000.

(f) A certificate issued under (e) of this section terminates when the person certified leaves the full-time employment of the financial institution with offices in the state for whom the person was employed when the certificate was issued.

(g) A person certified under (e) of this section as an institutional real estate appraiser may not perform real estate appraisal services for the general public or for a fee other than the salary the person receives as a full-time employee of a financial institution with offices in the state.

(h) Notwithstanding (a) – (c) of this section, the board may issue a general or residential real estate appraiser certificate to a person who does not meet the requirements of (a) – (c) of this section and who

(1) applies on a form required by the department;

(2) pays the required fee; and

(3) successfully completes the National Uniform Licensing and Certification Examination issued or endorsed by the Appraiser Qualifications Board of the Appraisal Foundation, has previous real estate appraiser experience acceptable to the board, or successfully completes courses approved by the board.

Sec. 08.87.120. Continuing education requirements for renewal of certificate. (a) The board may not renew a certificate issued under this chapter unless the person applying for renewal presents evidence satisfactory to the board that the person has, within the two years preceding the application for renewal, attended classroom instruction, as required by the board in regulation, in courses or seminars that have received the approval of the board.

(b) The board may grant credit toward some or all of the requirements of (a) of this section to a person who has

(1) successfully completed a program of study determined by the board to be equivalent for continuing education purposes to a course or seminar approved by the board for continuing education credit; or

(2) participated, other than as a student, in educational programs that related to real estate analysis or real property appraisal theory, practice, or technique, including teaching, program development, and preparation of textbooks, monographs, articles, and other instructional materials.

(c) The board shall adopt regulations on continuing education to ensure that persons applying for renewal of certificates have thorough knowledge of current theories, practices, and technique of real estate analysis and appraisal. The regulations must provide for

(1) procedures for the sponsor of a course or seminar to apply for board approval for continuing education credit; the regulations must require the sponsor to show that claimed attendance at a course or seminar can be verified; and

(2) procedures for evaluating equivalency claims for applicants for certificate renewal under (b) of this section.

(d) In considering whether to approve courses and seminars under this section, the board shall give special consideration to courses, seminars, and other appraisal education programs developed by or under the auspices of organizations or associations of professional real estate appraisers that are utilized by those organizations or associations for the purposes of awarding real estate appraisal designations or of indicating compliance with the continuing education requirements of the organizations or associations.

(e) An amendment or repeal of a regulation adopted by the board under this section shall not operate to deprive a person holding a certificate under this chapter of credit toward renewal of the person's certificate for a course of instruction or seminar that had been completed by the person before the amendment or repeal of the regulation.

ARTICLE 3. PROHIBITED PRACTICES AND DISCIPLINARY PROCEEDINGS.

Section

200. Prohibited practices

210. Disciplinary proceedings

Sec. 08.87.200. Prohibited practices. A certified real estate appraiser may not

(1) act negligently or incompetently or fail without good cause to exercise reasonable diligence in developing an appraisal, preparing an appraisal report, or communicating an appraisal;

(2) wilfully disregard or violate a provision of this chapter or of a regulation adopted by the board under this chapter;

(3) fail to comply with the Uniform Standards of Professional Appraisal Practice adopted by the Appraisal Standards Board of the Appraisal Foundation;

(4) accept a fee for an appraisal assignment that is contingent upon the appraiser reporting a predetermined estimate, analysis, or opinion or upon the opinion, conclusion, or valuation reached, or upon the consequences resulting from the appraisal assignment;

(5) knowingly make a false statement, submit false information, or fail to provide complete information in response to a question in an application for certification or for renewal of a certificate; or

(6) violate the confidential nature of government records to which the person gains access through retention as an appraiser by the government agency.

Sec. 08.87.210. Disciplinary proceedings. The board may exercise its disciplinary powers under AS 08.01.075 if, after hearing, the board finds a certified real estate appraiser has

(1) violated a provision of this chapter or a regulation adopted by the board under this chapter;

(2) been convicted of a crime that involves moral turpitude; or

(3) committed, while acting as a real estate appraiser, an act or omission involving dishonesty, fraud, or misrepresentation with the intent to benefit the appraiser or another person or to injure another person.

ARTICLE 4. GENERAL PROVISIONS.

Section

300. Retention of records

310. Trainee appraiser; supervisory appraiser

320. Actions by uncertified real estate appraisers prohibited

330. Exemptions

340. Appraisals by uncertified appraisers permitted

900. Definitions

Sec. 08.87.300. Retention of records. (a) A certified real estate appraiser shall retain copies of all written contracts engaging the appraiser's services for real property appraisal work, and all reports and supporting data

assembled and formulated by the appraiser in preparing the reports, for at least five years after the date of the contract engaging the appraiser's services, five years after the date of the submittal of the appraisal reports to the client, or at least two years after the final disposition of litigation in which the appraiser provided testimony related to the engagement, whichever is longer.

(b) *[Repealed, Sec. 9 ch 42 SLA 2014.]*

(c) All records that a certified appraiser must maintain under (a) of this section shall be made available to the board or department for inspection and copying upon reasonable notice to the appraiser.

Sec. 08.87.310. Trainee appraiser; supervisory appraiser. The board may establish requirements for trainee appraisers and supervisory appraisers. The board shall ensure that the requirements conform with 12 U.S.C. 3345.

Sec. 08.87.320. Actions by uncertified real estate appraisers prohibited. A person may not bring an action in a court of this state for compensation for an act done or service rendered as a certified real estate appraiser if the person did not hold a certificate under this chapter at the time that the person performed the act or service or offered to perform the act or service.

Sec. 08.87.330. Exemptions. This chapter does not apply to a person who appraises real estate as part of the tax assessment process of a municipality.

Sec. 08.87.340. Appraisals by uncertified appraisers permitted. Nothing in this chapter precludes a person who is not certified as a real estate appraiser from appraising real estate for compensation if the person does not hold out to be a certified appraiser and if appraisal by a certified appraiser is not required by federal law.

Sec. 08.87.900. Definitions. In this chapter

(1) "analysis assignment" means an analysis, opinion, or conclusion prepared by a real estate appraiser that relates to the nature, quality, or utility of certified real estate or real property;

(2) "appraisal" means an analysis, opinion, or conclusion prepared by a real estate appraiser relating to the nature, quality, value, energy efficiency, or utility of specified interests in, or aspects of, identified real estate, and includes a valuation appraisal, an analysis assignment, and a review assignment;

(3) "appraisal assignment" means an engagement for which an appraiser is employed or retained to act, or would be perceived by third parties or the public as acting, as a disinterested person rendering an unbiased analysis, opinion, or conclusion relating to the nature, quality, value, or utility or specified interests in, or aspects of, identified real estate;

(4) "appraisal report" means any communication, written or oral, of an appraisal;

(5) "board" means the Board of Certified Real Estate Appraisers;

(6) "department" means the Department of Commerce, Community, and Economic Development;

(7) "general real estate appraiser" means a real estate appraiser certified to appraise all types of real property;

(8) "real estate" means an identified parcel or tract of land, including improvements, but excluding subsurface natural resource values;

(9) "real property" means one or more defined interests, benefits, and rights inherent in the ownership of real estate;

(10) "residential real estate appraiser" means a real estate appraiser certified to appraise residential real property, subject to the limitations of AS 08.87.100(2);

(11) "review assignment" means an analysis, opinion, or conclusion prepared by a real estate appraiser that forms an opinion as to the adequacy and appropriateness of a valuation appraisal or an analysis assignment;

(12) "valuation appraisal" means an analysis, opinion, or conclusion prepared by a real estate appraiser that estimates the value of an identified parcel of real estate, or identified real property at a particular time;

(13) "institutional real estate appraiser" means a real estate appraiser employed full-time by a financial institution with offices in the state.

CHAPTER 70.
BOARD OF CERTIFIED REAL ESTATE APPRAISERS.

Article

1. **Application and Examination Requirements**
(12 AAC 70.100—12 AAC 70.150)
2. **Continuing Education Requirements**
(12 AAC 70.200—12 AAC 70.220)
3. **(Repealed)**
4. **General Provisions** (12 AAC 70.900—12 AAC 70.990)

ARTICLE 1.
APPLICATION AND EXAMINATION REQUIREMENTS.

Section

100. **Application for general real estate appraiser certification by examination**
105. **Application for residential real estate appraiser certification by examination**
106. **Application for general real estate appraiser or residential real estate appraiser certification by reciprocity**
107. **Application for institutional real estate appraiser certification by examination**
108. **Work experience requirements for real estate appraiser certification**
110. **Verification of work experience**
115. **Education requirements for real estate appraiser certification**
120. **Application for certification by endorsement**
125. **Application for approval as a trainee appraiser**
126. **Application for approval as a supervisory appraiser**
130. **Real estate appraiser examinations**
140. **Approved appraiser organizations and academic institutions**
145. **Approval of course or seminar for initial certification or trainee registration**
150. **Application deadline**

12 AAC 70.100. APPLICATION FOR GENERAL REAL ESTATE APPRAISER CERTIFICATION BY EXAMINATION. (a) The board will issue a certification by examination to practice as a general real estate appraiser to an applicant who meets the requirements of AS 08.87.110(a) and this section.

(b) An applicant for certification under this section must

(1) submit a completed application, on a form provided by the department; the completed application must include

(A) the personal identification information requested on the form;

(B) official transcripts, notarized copies of certificates of completion, or other evidence of course completion acceptable to the board, that verify the classroom hours of instruction required in 12 AAC 70.115(a) or (b), as applicable;

(C) work experience verification forms and a log of completed appraisals, on a form provided by the department, that meet the requirements of 12 AAC 70.110 and that verify the real estate appraisal experience required in 12 AAC 70.108(a); and

(D) subject to the penalties of unsworn falsification as defined in AS 11.56.210, a list of crimes described in AS 08.87.110 and AS 08.87.210 for which the applicant has been convicted; and

(2) pay any fees required in 12 AAC 02.370.

Authority: AS 08.87.020 AS 08.87.110

12 AAC 70.105. APPLICATION FOR RESIDENTIAL REAL ESTATE APPRAISER CERTIFICATION BY EXAMINATION. (a) The board will issue a certification by examination to practice as a residential real estate appraiser to an applicant who meets the requirements of AS 08.87.110(b) and this section.

(b) An applicant for certification under this section must

(1) submit a completed application, on a form provided by the department; the completed application must include

(A) the personal identification information requested on the form;

(B) official transcripts, notarized copies of certificates of completion, or other evidence of course completion acceptable to the board, that verify the classroom hours of instruction required in 12 AAC 70.115(c) or (d), as applicable;

(C) work experience verification forms and a log of completed appraisals that meet the requirements of 12 AAC 70.110 and that verify the real estate appraisal experience required in 12 AAC 70.108(b); and

(D) subject to the penalties of unsworn falsification as defined in AS 11.56.210, a list of crimes described in AS 08.87.110 and AS 08.87.210 for which the applicant has been convicted; and

(2) pay any fees required in 12 AAC 02.370.

Authority: AS 08.87.020 AS 08.87.110

12 AAC 70.106. APPLICATION FOR GENERAL REAL ESTATE APPRAISER OR RESIDENTIAL REAL ESTATE APPRAISER CERTIFICATION BY RECIPROCITY. (a) The board will issue a certification to practice as a general real estate appraiser or residential real estate appraiser by reciprocity to an applicant who meets the requirements of AS 08.87.110(c) and this section.

(b) An applicant for certification under this section must

(1) submit a completed application, on a form provided by the department; the completed application must include the personal identification information requested on the form;

(2) pay any fees required in 12 AAC 02.370; and

(3) submit verification of current certification or licensure from another state on a form provided by the department.

Authority: AS 08.87.020 AS 08.87.110

12 AAC 70.107. APPLICATION FOR INSTITUTIONAL REAL ESTATE APPRAISER CERTIFICATION BY EXAMINATION. (a) The board will issue a certification by examination to practice as an institutional real estate appraiser to an applicant who meets the requirements of AS 08.87.110(e) and this section.

(b) An applicant for certification under this section must

(1) submit a completed application, on a form provided by the department; the completed application must include

(A) the personal identification information requested on the form;

(B) official transcripts, notarized copies of certificates of completion, or other evidence of course completion acceptable to the board, that verify the classroom hours of instruction required of general real estate appraisers in 12 AAC 70.115(a) or (b), as applicable; and

(C) proof of full-time employment with a financial institution with offices in this state; and

(2) pay any fees required in 12 AAC 02.370.

Authority: AS 08.87.020 AS 08.87.110

12 AAC 70.108. WORK EXPERIENCE REQUIREMENTS FOR REAL ESTATE APPRAISER CERTIFICATION. (a) An applicant for certification as a general real estate appraiser shall submit verification of 3,000 hours of appraisal work obtained continuously over a period of not less than 30 months. At least 1,500 hours of the appraisal work must be in nonresidential appraisal work. The board will only accept work experience that was obtained after January 30, 1989 and was performed in compliance with Standard 1 and Standard 2 of the Uniform Standards of Professional Appraisal Practice (USPAP) in effect at the time that the work experience was obtained.

(b) An applicant for certification as a residential real estate appraiser shall submit verification of 2,500 hours of appraisal experience obtained continuously over a period of not less than 24 months. The board will only accept work experience that was obtained after January 30, 1989 and was performed in compliance with Standard 1 and Standard 2 of the USPAP in effect at the time that the work experience was obtained.

(c) An applicant may not receive credit for more than 1,250 hours of experience in real property appraisal in a 12-month period.

(d) In this section, a residential property is one to four residential units.

Authority: AS 08.87.020

Editor's note: A copy of the Uniform Standards of Professional Appraisal Practice, developed by the Appraisal Foundation, is available for inspection at the Department of Commerce, Community, and Economic Development, Division of Corporations, Business and Professional Licensing, P.O. Box 110806, Juneau, AK 99811 or for purchase from the Appraisal Foundation, 1155 15th Street, N.W., Suite 1111, Washington, D.C. 20005.

12 AAC 70.110. VERIFICATION OF WORK EXPERIENCE. (a) An applicant's qualifying work experience must be verified by a combination of at least three different individuals, on forms provided by the department, and, for an applicant for certification as a general real estate appraiser or a residential real estate appraiser, a log submitted by the applicant of appraisal work performed. If an applicant cannot, for good cause, provide work experience verification forms from at least three different individuals, the board may consider and approve other kinds of work experience verification.

(b) The board will accept a work experience verification form only if it is notarized and has been completed by

(1) a licensed construction contractor;

(2) a federal or state regulated lender;

- (3) a present or former employer of the applicant;
- (4) an officer of a state or federal agency; or
- (5) an officer of a company that customarily uses the services of a real estate appraiser who has recent knowledge of the applicant's experience on that company's behalf.

(c) *Repealed 12/13/94.*

(d) *Repealed 12/13/94.*

(e) At the request of the board, an applicant for certification as a general real estate appraiser or a residential real estate appraiser shall submit a copy of the work product from any appraisal performed by the applicant and included in the log of appraisals submitted under (a) of this section.

Authority: AS 08.87.020

12 AAC 70.115. EDUCATION REQUIREMENTS FOR REAL ESTATE APPRAISER CERTIFICATION. (a) An applicant for certification as a general real estate appraiser must document satisfactory completion of 300 creditable classroom hours of instruction that meet the requirements in 12 AAC 70.140 with emphasis on appraisal of nonresidential properties, and a bachelor's degree or higher in any field from an accredited college or university.

(b) An applicant for the Appraiser Qualification Board approved examination for certification as a general real estate appraiser shall document satisfactory completion of 300 creditable classroom hours as specified in the following core curriculum, of which at least 150 hours must be completed not later than the five years immediately preceding the date of a complete application:

- (1) basic appraisal principles, 30 hours;
- (2) basic appraisal procedures, 30 hours;
- (3) the 15-hour National USPAP course or its equivalent, 15 hours;
- (4) general appraiser market analysis and the principle of the highest and best use of the property, 30 hours;
- (5) statistics, modeling, and finance, 15 hours;
- (6) general appraiser sales comparison approach, 30 hours;
- (7) general appraiser site valuation and cost approach, 30 hours;
- (8) general appraiser income approach, 60 hours;
- (9) general appraiser report writing and case studies, 30 hours;
- (10) appraisal subject matter electives, 30 hours.

(c) An applicant for certification as a residential real estate appraiser must document satisfactory completion of 200 creditable classroom hours of instruction that meet the requirements in 12 AAC 70.140 with emphasis on appraisal of residential properties, and a bachelor's degree or higher in any field from an accredited college or university.

(d) An applicant for the Appraiser Qualification Board examination for certification as a residential real estate appraiser shall document satisfactory completion of 200 creditable classroom hours as specified in the following core curriculum, of which at least 100 hours must be completed not later than five years immediately preceding the date of a complete application:

- (1) basic appraisal principles, 30 hours;
- (2) basic appraisal procedures, 30 hours;
- (3) the 15-hour national USPAP course or its equivalent, 15 hours;
- (4) residential market analysis and the principle of the highest and best use of the property, 15 hours;
- (5) residential appraiser site valuation and cost approach, 15 hours;
- (6) residential sales comparison and income approaches, 30 hours;
- (7) residential report writing and case studies, 15 hours;
- (8) statistics, modeling and finance, 15 hours;
- (9) advanced residential applications and case studies, 15 hours;
- (10) appraisal subject matter electives, 20 hours.

(e) In this section, "residential property" means property with one to four residential units.

Authority: AS 08.87.020 AS 08.87.110

12 AAC 70.120. APPLICATION FOR CERTIFICATION BY ENDORSEMENT. (a) The board may issue a certification by endorsement to practice as a general real estate appraiser or residential real estate appraiser to an applicant who meets the requirements of AS 08.87.110(h) and this section.

(b) An applicant for certification under this section must

(1) submit a completed application, on a form provided by the department; the completed application must include the personal identification information requested on the form; and

(2) pay any fees required in 12 AAC 02.370.

Authority: AS 08.87.020 AS 08.87.110

12 AAC 70.125. APPLICATION FOR APPROVAL AS A TRAINEE APPRAISER. (a) The board will issue a certification approving a person as a trainee appraiser to an applicant who meets the requirements of 12 AAC 70.935 and this section.

(b) An applicant for certification under this section must

(1) submit a completed application, on a form provided by the department; the completed application must include

(A) the personal identification information requested on the form; and

(B) proof that the applicant has successfully completed and passed 75 classroom hours of instruction that meet the requirements in 12 AAC 70.140(a) and the required courses that are specifically oriented to the requirements and responsibilities of supervisory appraisers and trainee appraisers, and that comply with the specifications for course content established by the Appraiser Qualifications Board of the Appraisal Foundation; the course must be completed by the trainee appraiser before obtaining a trainee appraiser credential; all qualifying education must be completed within the five year period before the date of submission of a trainee appraiser application; and

(2) pay any fees required in 12 AAC 02.370.

(c) To renew a certification as a real estate appraiser trainee, the applicant must

(1) submit an application for renewal on a form provided by the department; and

(2) provide evidence of satisfactory completion of 14 hours of continuing education credit.

Authority: AS 08.87.020

AS 08.87.310

12 AAC 70.126. APPLICATION FOR APPROVAL AS A SUPERVISORY APPRAISER. (a) The board will issue a certification approving a person as a supervisory appraiser to an applicant who is certified to practice as a general real estate appraiser or residential real estate appraiser and who meets the requirements of 12 AAC 70.935 and this section.

(b) An applicant for certification under this section must

(1) submit a completed application, on a form provided by the department; the completed application must include

(A) the personal identification information requested on the form;

(B) proof that the applicant has successfully completed and passed the required courses that are specifically oriented to the requirements and responsibilities of supervisory appraisers and trainee appraisers, and that comply with the specifications for course content established by the Appraiser Qualifications Board of the Appraisal Foundation; the course must be completed by the supervisory appraiser before obtaining a supervisory appraiser credential; and

(2) pay any fees required in 12 AAC 02.370.

Authority: AS 08.87.020

AS 08.87.310

12 AAC 70.130. REAL ESTATE APPRAISER EXAMINATIONS. (a) To be certified as a real estate appraiser by examination, an applicant must pass the following examination within the 24 months immediately preceding the date of certification:

(1) for general or institutional certification, the Uniform State General Certification Examination endorsed by the Appraiser Qualifications Board of The Appraisal Foundation; or

(2) for residential certification, the Uniform State Residential Certification Examination endorsed by the Appraiser Qualification Board of The Appraisal Foundation.

(b) *Repealed 1/16/2005.*

Authority: AS 08.87.020

AS 08.87.110

12 AAC 70.140. STANDARDS FOR ACCEPTABLE EDUCATION. (a) To comply with the real estate appraisal education requirements of 12 AAC 70.115 for initial certification, or the registered trainee education requirements of 12 AAC 70.125, an applicant's classroom hours of instruction, as defined in 12 AAC 70.910, must relate directly to real estate appraisal theory or practices and must be obtained through

(1) a member organization of the Appraisal Foundation;

(2) a junior college, college, or university;

(3) a course approved by the Appraiser Qualifications Board Educational Course Review Program;

(4) a real estate appraisal or real estate related organization;

(5) a state or federal agency or commission;

(6) a proprietary school; or

(7) another organization or academic institution approved by the board.

(b) The board will credit only a course approved under 12 AAC 70.145 toward the classroom hours of instruction required for certification or registration.

(c) An applicant's classroom hours of education for certification as a general or residential real estate appraiser must include coverage of all topics listed in the applicable Appraiser Qualification Criteria developed by the

Appraiser Qualifications Board of the Appraisal Foundation, *The Real Property Appraiser Qualification Criteria* effective January 1, 2008, located in the Appendix of *The Real Property Appraiser Qualification Criteria and Interpretations of the Criteria*, dated January 2012, and adopted by reference.

(d) *Repealed 1/16/2005.*

(e) *Repealed 6/28/2015.*

(f) The board will award credit toward the classroom hour requirement for initial certification or trainee registration for completion of a course by distance education if the course

(1) meets the requirements of this section and 12 AAC 70.145(d);

(2) requires successful completion of a written final examination that is proctored by an official approved by the presenting college or university, or by the sponsoring organization;

(3) is presented to an organized group in an institutional setting with

(A) a person qualified and available to answer questions, provide information, and monitor student attendance;

(B) a minimum of two classroom hours;

(4) meets the requirements for courses established by the Appraiser Qualifications Board;

(5) has been presented by a college or university accredited by the Commission on Colleges or a regional accreditation association that offers distance education programs in other disciplines; and

(6) has received approval

(A) *repealed 1/16/2005*; or

(B) of the International Distance Education Certification Center's (IDECC) for the course design and delivery mechanism and either the approval of the

(i) Appraiser Qualifications Board through the AQB Course Approval Program; or

(ii) licensing or certifying jurisdiction where the course is being offered, for the content of the course.

(g) The board will not award credit for noninstructional course time except for a maximum of 20 hours spent writing appraisal reports for a course on that subject. The number of hours credited under this subsection may not exceed 50 percent of the total classroom hours awarded for the course for which the appraisal reports were written. The board will award credit under this subsection for no more than one course during an applicant's total classroom hours of instruction.

(h) An applicant's classroom hours of instruction must include coverage of the full scope of the fundamentals of appraisal theory, principles, and practices. A course that is highly specialized or narrow in focus will not be credited toward an applicant's required classroom hours of instruction unless the applicant has also completed sufficient courses to cover the fundamental aspects of appraisal theory, principles, and practices.

(i) The board will not award credit for more than eight classroom hours of instruction per day. If no breakdown of instructional, assignment, and examination hours is given for a course or seminar, the board will award three and one half classroom hours of instruction for the last day of the course or seminar and seven classroom hours of instruction for all other days of the course or seminar.

(j) The board will require additional information if necessary to determine if an applicant's classroom hours of instruction meet the requirements in this section.

Authority: AS 08.87.020 AS 08.87.110 AS 08.87.310

Editor's note: Copies of the Appraiser Qualification Criteria adopted by reference in 12 AAC 70.140 are available from the Appraisal Qualifications Board of the Appraisal Foundation, 1155 15th Street, NW, Suite 1111, Washington, DC 20005-3517; phone: (202) 347-7722; website at www.appraisalfoundation.org.

12 AAC 70.145. APPROVAL OF COURSE OR SEMINAR FOR INITIAL CERTIFICATION OR TRAINEE REGISTRATION. (a) The board will use the standards established in this section to determine if a course or seminar is in a subject related to real estate appraisal and will be credited toward an applicant's total classroom hours of instruction.

(b) The board will review each course or seminar submitted with an individual's application for certification or registration and approve a course or seminar that meets the requirements of this section. The board will require an applicant to submit additional information, including the information required in (e)(3) - (10) of this section, if necessary to determine if a course or seminar meets the requirements in this section.

(c) The board will review and preapprove a course or seminar that meets the requirements of this section if an individual or organization submits the course or seminar to the board for preapproval under (e) of this section.

(d) To be approved by the board, a course or seminar must meet the following requirements:

(1) the primary focus of the course or seminar must be directly related to the theories, concepts, principles, practices, techniques, methods, or problems applicable to one or more aspects of real property appraisal;

(2) the course or seminar must be a minimum of 15 classroom hours in duration and include successful completion of a final examination; except as provided in 12 AAC 70.140(g), time spent on

(A) the final examination will be counted toward the minimum course duration or credited toward the total classroom hours of instruction required for certification or registration;

(B) an assignment will not be counted toward the minimum course duration or credited toward the total classroom hours of instruction required for certification or registration;

(3) the number of hours of instruction must be sufficient for quality instruction on the subject matter covered by the course or seminar.

(e) An individual or organization wishing to receive preapproval of a course or seminar shall submit to the board

- (1) a completed application form for course approval;
- (2) the course approval fee in 12 AAC 02.370;
- (3) the name of the course or seminar provider;
- (4) a complete course description, including the course title and a description of the learning objectives;
- (5) a course syllabus;
- (6) an outline of the major topics covered by the course or seminar and the number of classroom hours allowed for each topic;
- (7) a list of texts and instructional materials used in the course or seminar;
- (8) *repealed 6/22/2005*;
- (9) the instructor's résumé that includes the instructor's

- (A) name;
- (B) recognition in the real estate appraisal industry; and
- (C) professional designations and affiliations; and

(10) a copy of the attendance policy and a description of the procedures used for keeping a record of attendance.

(f) An individual or organization that has received preapproval of a course or seminar shall notify the board of any change in the information submitted under (e) of this section for an approved course or seminar.

(g) Course and seminar approval under this section is valid for three years from the date of approval.

(h) The board will maintain a list of courses and seminars approved under this section.

Authority: AS 08.87.020 AS 08.87.110 AS 08.87.310

12 AAC 70.150. APPLICATION DEADLINE. To be scheduled for board review, an application for certification or course approval must be complete and filed with the department, as defined in 12 AAC 02.920, at least 15 days before the scheduled date of the board's application review.

Authority: AS 08.87.020

ARTICLE 2. CONTINUING EDUCATION REQUIREMENTS.

Section

200. Application for continuing education course or seminar approval
210. Approved continuing education courses and seminars
215. Approved online courses
220. Hours of continuing education required

12 AAC 70.200. APPLICATION FOR CONTINUING EDUCATION COURSE OR SEMINAR APPROVAL. (a) A person or an organization wishing to sponsor a real estate appraisal continuing education course or seminar shall apply for board approval of that course or seminar by submitting

- (1) a completed application on forms provided by the department;
- (2) any fees required in 12 AAC 02.370;
- (3) the following information:

(A) a complete course description, including the course or seminar title and a description of the learning objectives;

(B) an outline of the major topics covered by the course or seminar and the number of classroom hours allowed for each topic;

(C) the name of the course or seminar provider;

(D) *repealed 6/22/2005*;

(E) a copy of the attendance policy and a description of the procedures used for keeping a record of attendance;

(F) a course syllabus;

(G) a list of texts and instructional materials used in the course or seminar;

(H) the instructor's résumé that includes the instructor's

- (i) name;
- (ii) recognition in the real estate appraisal industry; and
- (iii) professional designations and affiliations.

(b) An applicant for renewal may petition the board for approval of a course or seminar that the applicant believes will meet the requirements of 12 AAC 70.210.

(c) The board will award up to 10 hours of continuing education credit for nonstudent participation in an educational program as provided for in AS 08.87.120(b)(2). To receive credit under this subsection, an applicant for renewal shall provide the documentation necessary to substantiate the applicant's participation and experience, including

(1) information on the topics covered and the hours spent in the program; and
(2) documentation that the applicant's involvement in the program was in the technical and professional aspects of real estate appraisal and that the primary focus of the program was directly related to the theories, concepts, principles, practices, techniques, methods, or problems applicable to one or more aspects of real property appraisal.

(d) Course and seminar approval under this section is valid for three years from the date of approval.

Authority: AS 08.87.020 AS 08.87.120

12 AAC 70.210. APPROVED CONTINUING EDUCATION COURSES AND SEMINARS. (a) To be approved by the board, the primary focus of a continuing education course or seminar must be directly related to the theories, concepts, principles, practices, techniques, methods, or problems applicable to one or more aspects of real property appraisal.

(b) The board will approve a course or seminar on the following topics if the course or seminar meets the requirements of (a) of this section:

- (1) *repealed 9/14/2012*;
- (2) construction cost estimating;
- (3) ethics and standards of professional appraisal practice;
- (4) land use planning, zoning, and taxation;
- (5) property development;
- (6) real estate appraisal (including valuations and evaluations);
- (7) real estate financing and investment;
- (8) real estate law;
- (9) real estate litigation;
- (10) real estate appraisal related computer applications;
- (11) other topics related to real estate appraisal that are approved by the board.

(c) In addition to the courses approved by the board under 12 AAC 70.200, the following courses are approved for continuing education when they are consistent with (a) of this section and an application provided by the department for course approval is submitted with the appropriate application fee and is approved by the board:

- (1) courses offered by a member organization of The Appraisal Foundation;
- (2) courses offered by a regionally accredited junior college, college, or university; or
- (3) courses approved by the Appraiser Qualifications Board Course Approval Program of the Appraisal Foundation.

(d) To be approved by the board, a continuing education course or seminar must include a minimum of two classroom hours, that meet the requirements of (a) of this section.

(e) The board will award continuing education credit for completion of a course by distance education if the course meets the requirements of 12 AAC 70.140(f).

(f) Course and seminar approval under this section is valid for three years from the date of approval.

Authority: AS 08.87.020 AS 08.87.120

12 AAC 70.215. APPROVED ONLINE COURSES. (a) To be approved by the board to meet the continuing education requirements of 12 AAC 70.220, the primary purpose of an online course must be directly related to the theories, concepts, principles, practices, techniques, methods, or problems applicable to one or more aspects of real property appraisal.

(b) The board will approve an online course on the following topics if the online course meets the requirements of (a) of this section:

- (1) *repealed 6/28/2015*;
- (2) construction cost estimating;
- (3) ethics and standards of professional appraisal practice;
- (4) land use planning, zoning, and taxation;
- (5) property development;
- (6) real estate appraisal, including valuations and evaluations;
- (7) real estate financing and investment;
- (8) real estate law;
- (9) real estate litigation;
- (10) real estate appraisal related computer applications;
- (11) other topics related to real estate appraisal that are approved by the board.

(c) In addition to the online courses approved by the board under (b) of this section, the following online courses are approved for continuing education if they are consistent with (a) of this section:

- (1) courses presented by a regionally accredited junior college, college, or university that offers distance education programs in other disciplines;
- (2) *repealed 1/16/2005*;
- (3) distance education courses approved by the Appraiser Qualifications Board Course Approval Program of the Appraisal Foundation;
- (4) *repealed 6/28/2015*.

Authority: AS 08.87.020 AS 08.87.120

12 AAC 70.220. HOURS OF CONTINUING EDUCATION REQUIRED. (a) At the time of certificate renewal, an applicant for renewal who has been certified for

- (1) 24 months or more shall document satisfactory completion of at least 28 hours of continuing education;
- (2) at least 185 days, but less than 24 months, shall document satisfactory completion of at least 14 hours of continuing education;
- (3) less than 185 days is not required to meet continuing education requirements for that renewal.

(b) The board will not recognize continuing education hours claimed by an applicant for renewal for taking the same, or substantially identical, course more than once during a certification period.

(c) Except as provided in (d) of this section, credit is given for classroom and examination hours only and not for hours devoted to class preparation or completion of assignments. A classroom hour is defined in 12 AAC 70.910.

(d) Up to one-half of the hours required by this section may be obtained through distance education approved under 12 AAC 70.210 or online courses approved under 12 AAC 70.215.

(e) As part of the requirements of (a)(1) of this section, an applicant for renewal of a certificate shall document satisfactory completion of a seven-hour National USPAP Update Course, taught by an Appraiser Qualifications Board certified instructor who is a certified appraiser. The board will accept courses determined as equivalent by the Appraiser Qualifications Board Course Approval Program of the Appraisal Foundation. Completion of the 15-hour national USPAP course used for certification under 12 AAC 70.115 may not be used to satisfy the continuing education renewal requirements of the seven-hour USPAP Update Course required in this subsection.

Authority: AS 08.87.020 AS 08.87.120

Editor's note: A list of certified instructors by the Appraisal Foundation, Appraiser Qualification Board, may be obtained from the Appraisal Foundation, 1155 15th Street, N.W., Suite 1111, Washington, D.C. 20005.

ARTICLE 3. LIMITED CERTIFICATION.

Section

- 300. Scope of limited real estate appraiser (*Repealed*)
- 310. Qualifications for limited real estate appraiser certification (*Repealed*)

12 AAC 70.300. SCOPE OF LIMITED REAL ESTATE APPRAISER. (*Repealed 4/15/94*)

12 AAC 70.310. QUALIFICATIONS FOR LIMITED REAL ESTATE APPRAISER CERTIFICATION. (*Repealed 4/15/94*)

ARTICLE 4. GENERAL PROVISIONS.

Section

- 900. Standards of practice
- 910. Definition of classroom hours
- 920. Courtesy License
- 930. Federal Registry
- 935. Supervision of trainee appraisers
- 940. Retention of records
- 990. Definitions

12 AAC 70.900. STANDARDS OF PRACTICE. The standards of practice for certified real estate appraisers practicing in the state are those specified in AS 08.87.200(3).

Authority: AS 08.87.020 AS 08.87.200

Editor's note: The standards of practice referred to in 12 AAC 70.900 (Uniform Standards of Professional Appraisal Practice) are available from the Appraisal Foundation, publications department, 1029 Vermont Avenue, N.W., Suite 900, Washington, DC 20005-3517. Phone no. (202) 347-7722.

12 AAC 70.910. DEFINITION OF CLASSROOM HOUR. For the purposes of this chapter,
(1) except as provided in 12 AAC 70.145(d)(2)(A) and 12 AAC 70.220(c), one classroom hour equals a minimum of 50 minutes of instruction;
(2) one academic semester credit hour equals 15 classroom hours; and
(3) one academic quarter credit hour equals 10 classroom hours.

Authority: AS 08.87.020 AS 08.87.110 AS 08.87.120

12 AAC 70.920. COURTESY LICENSE. (a) The board or the board's designee in the department will issue a courtesy license to a nonresident who is a certified or credentialed real estate appraiser in another state and who meets the requirements of this section.

(b) *Repealed 12/13/94.*

(c) A courtesy license is valid for one appraisal assignment, not to exceed 180 consecutive days. However, upon request the board will grant one 30-day extension. A person may be issued no more than two courtesy licenses in a 12-month period.

(d) An applicant for a courtesy license shall submit

(1) a completed application on the forms provided by the department;
(2) any fees required in 12 AAC 02.370;
(3) evidence of a certificate or an applicant's credentials as a real estate appraiser in good standing from another state; and

(4) an address for service of process.

(e) A courtesy license holder shall submit to the board a copy of the report prepared for the appraisal assignment for which the courtesy license was issued within 30 days of the completion of the assignment.

(f) The board's designee in the department shall issue a courtesy license within five days after receipt of the materials and fees required in (d) of this section unless those application materials indicate disciplinary action in another state.

(g) The board's designee in the department shall forward any courtesy license application and accompanying materials that indicate disciplinary action in another state to the board for its consideration to grant or deny the courtesy license.

(h) In compliance with 12 U.S.C. 331-3351 (Title XI, Financial Institutions Reform, Recovery and Enforcement Act of 1989), the board or the board's designee in the department will issue a courtesy license to a credentialed nonresident of this state for the purpose of providing appraisal services for federally-related transactions in this state.

(i) In this section, "credentialed" means a licensed or certified appraiser in good standing in another state.

Authority: AS 08.01.062 AS 08.87.020

12 AAC 70.930. FEDERAL REGISTRY. (a) In compliance with 12 U.S.C. 3338 (Financial Institutions Reform, Recovery, and Enforcement Act of 1989), the board will annually send to the Federal Financial Institutions Examination Council, Appraisal Subcommittee,

(1) a roster of all real estate appraisers certified in Alaska at that time; and
(2) an amount equal to the amount collected from each certified real estate appraiser listed on the roster identified in paragraph (1) of this section.

(b) At the time of initial certification and at the time of certificate renewal, a certified real estate appraiser shall submit to the department any annual federal registry fee established in 12 AAC 02.

Authority: AS 08.01.065 AS 08.87.100 AS 08.87.110

12 AAC 70.935. SUPERVISION OF TRAINEE APPRAISERS. (a) A supervisory appraiser shall
(1) be in good standing in this state and not subject to any disciplinary action within any jurisdiction within the last three years that affects the supervisory appraiser's legal eligibility to engage in appraisal practice; a supervisory appraiser subject to a disciplinary action is in good standing three years after the successful completion or termination of the sanction imposed against the appraiser;

(2) have been a state-certified appraiser for at least three years before being eligible to become a supervisory appraiser; and

(3) comply with the Competency Rule of the Uniform Standards of Professional Appraisal Practice for the property type and geographic location for which the trainee supervisor is being supervised.

(b) A supervisory appraiser may not supervise more than three trainee appraisers at one time.

(c) A supervisory appraiser shall be responsible for the training, guidance, and direct supervision of the trainee appraiser by

(1) accepting responsibility for a trainee appraiser's appraisal reports by signing each report and certifying that the report is in compliance with the Uniform Standards of Professional Appraisal Practice;

(2) reviewing the trainee appraisal reports; and

(3) personally inspecting each appraised property with the trainee appraiser until the supervisory appraiser determines that the trainee appraiser is competent, in accordance with the Competency Rule of the Uniform Standards of Professional Appraisal Practice, for the property type; the supervisory appraiser shall make the determination of competency in writing on a form provided by the department and shall submit the determination to the department not later than 10 days after the date of the determination.

(d) A trainee appraiser shall report to the department, on a form provided by the department, the identity of any supervisory appraiser. A trainee appraiser may have more than one supervisory appraiser. If a trainee appraiser has more than one supervisory appraiser, the trainee appraiser shall report the identity of each supervisory appraiser as required under this subsection.

(e) A supervisor-trainee relationship becomes effective on the date of receipt by the department of the original required form with original signatures.

(f) The supervisory appraiser and the trainee appraiser shall jointly maintain an appraisal log that for each appraisal includes at least

(1) identification of the type of property;

(2) the date of the report;

(3) the address of the appraised property;

(4) a description of work performed by the trainee appraiser and the scope of the review and supervision of the supervisory appraiser;

(5) the number of actual work hours by the trainee appraiser on the assignment; and

(6) the signature and state certification number of the supervisory appraiser; separate appraisal logs shall be maintained for each supervisory appraiser, if applicable.

(g) Before supervising a trainee appraiser, a supervisory appraiser shall complete a course that

(1) complies with the specifications for course content established by the Appraiser Qualifications Board of the Appraisal Foundation; and

(2) is specifically oriented to the requirements and responsibilities of supervisory appraisers and trainee appraisers.

(h) The course that an applicant for certification under 12 AAC 70.125 as a trainee appraiser must take

(1) must

(A) comply with the specifications for course content established by the Appraiser Qualifications Board of the Appraisal Foundation; and

(B) be specifically oriented to the requirements and responsibilities of supervisory appraisers and trainee appraisers; and

(2) is not eligible towards the 75 hours of qualifying education required under 12 AAC 70.125.

Authority: AS 08.87.020

AS 08.87.310

12 AAC 70.940. RETENTION OF RECORDS. (a) An appraiser must prepare a work file for each appraisal, appraisal review, or appraisal consulting assignment. A work file must be in existence before the issuance of a written or oral report. A written summary of an oral report must be added to the work file within a reasonable time after the issuance of the oral report.

(b) The work file must include

(1) the name of the client and the identity, by name or type, of any other intended users;

(2) true copies of any written reports, documented on a type of media; a photocopy or an electronic copy of the entire signed report transmitted to the client satisfies the requirements of a true copy;

(3) summaries of any oral reports or testimony, or transcripts of testimony, including the appraiser's signed and dated certification; and

(4) all other data, information, and documentation necessary to support the appraiser's opinions and conclusions and to show compliance with USPAP, or reference to the locations of the documentation.

(c) An appraiser must retain the work file for a period of at least five years after preparation or at least three years after final disposition of any judicial proceeding in which the appraiser provided testimony related to the assignment, whichever period expires later.

(d) An appraiser must have custody of the appraiser's work file, or make appropriate work file retention, access, and retrieval arrangements with the party having custody of the work file.

(e) An appraiser having custody of a work file must allow other appraisers with work file obligations related to an assignment appropriate access and retrieval for the purpose of

(1) submission to state appraiser regulatory agencies;

(2) compliance with due process of law;

(3) submission to a duly authorized professional peer review committee; or

(4) compliance with retrieval arrangements.

Authority: AS 08.87.020

AS 08.87.300

12 AAC 70.990. DEFINITIONS. In this chapter and in AS 08.87

(1) "appraisal experience" includes fee and staff appraisals, ad valorem tax appraisals, appraisal reviews, appraisal analysis, real estate counseling, and feasibility analysis and study, all of which must have been performed in accordance with Standard 1 and Standard 2 of the Uniform Standards of Professional Appraisal Practices described in 12 AAC 70.900;

(2) "board" means the Board of Certified Real Estate Appraisers;

(3) "certified real estate appraiser" means a real estate appraiser who is certified in Alaska under AS 08.87; it does not include persons certified by another licensing jurisdiction or organization;

(4) "department" means the Department of Commerce, Community, and Economic Development;

(5) "holds out as a certified real estate appraiser in any way" includes anyone who performs appraisal services on real estate located in Alaska;

(6) "transaction value" means the amount of the federally-related transaction and is not necessarily the value of the property being appraised;

(7) "institutional real estate appraiser" means a real estate appraiser employed full-time by a financial institution with an office in the state subject to the limitations set out in AS 08.87.110(e) - (g);

(8) "complete application" means an application that includes all documentation and fees required for certification in this chapter;

(9) "distance education" means an educational process where a geographical separation exists between the provider and student;

(10) "CLEP" means the College-Level Examination Program;

(11) "USPAP" means the Uniform Standards of Professional Appraisal Practice, developed by the Appraisal Foundation.

Authority: AS 08.87.020

Byron Mallott
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OFFICE OF THE LIEUTENANT GOVERNOR
ALASKA

MEMORANDUM

TO: Jun Maiquis, AAC Contact
Department of Commerce, Community and Economic Development

FROM: Scott Meriwether
Special Assistant *SM*
907.465.4081

DATE: June 1, 2015

RE: Filed Permanent Regulations: Board of Certified Real Estate Appraisers
Regulations update re: certification of real estate appraisers and trainees (12 AAC70)

Attorney General File:	JU2015200158
Regulation Filed:	May 29, 2015
Effective Date:	July 1, 2015
Print:	214, July 2015

cc with enclosures: Linda Miller, Department of Law
Genevieve Wojtusik, Administrative Regulation Review Committee
Judy Herndon, LexisNexis

JU2015200158

ORDER CERTIFYING THE CHANGES TO REGULATIONS
OF THE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

The attached twelve pages of regulations, dealing with application for general or residential real estate appraiser certification by examination, reciprocity, institutional, or endorsement, education requirements, application for approval as a trainee appraiser or as a supervisory appraiser, standards for acceptable education, continuing education requirements, and supervision of trainee appraisers, are hereby certified to be a correct copy of the regulation changes that the Board of Certified Real Estate Appraisers adopted at its April 14, 2015 teleconference meeting, under the authority of AS 08.87.020, AS 08.87.110, AS 08.87.120, and AS 08.87.310 and after compliance with the Administrative Procedure Act (AS 44.62), specifically including notice under AS 44.62.190 and 44.62.200 and opportunity for public comment under AS 44.62.210.

This action is not expected to require an increased appropriation.

Although no public comments were received, the Board of Certified Real Estate Appraisers paid special attention to the cost to private persons of the regulatory action being taken.

The regulation changes described in this order take effect on the 30th day after they have been filed by the lieutenant governor, as provided in AS 44.62.180.

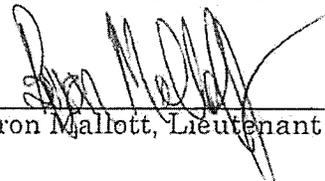
DATE: 4/14/15
Kenai, Alaska



David M. Derry, Chairman
Board of Certified Real Estate
Appraisers

FILING CERTIFICATION

I, Byron Mallott, Lieutenant Governor for the State of Alaska, certify that on May 29, 2015 at 2:30p .m., I filed the attached regulations according to the provisions of AS 44.62.040 – 44.62.120.



Byron Mallott, Lieutenant Governor

Effective: June 28, 2015.

Register: 214, July 2015.

Chapter 70. Board of Certified Real Estate Appraisers.

12 AAC 70.100 is repealed and readopted to read:

12 AAC 70.100. Application for general real estate appraiser certification by examination. (a) The board will issue a ~~license or~~ certification by examination to practice as a general real estate appraiser to an applicant who meets the requirements of AS 08.87.110(a) and this section.

(b) An applicant for ~~licensure or~~ certification under this section ^{shall} ~~shall~~ ^{most}

(1) submit a completed application, on a form provided by the department; the completed application must include

(A) the personal identification information requested on the form;

(B) official transcripts, notarized copies of certificates of completion, or other evidence of course completion acceptable to the board, that verify the classroom hours of instruction required in 12 AAC 70.115(a); ^{or (b), as applicable}

(C) work experience verification forms and a log of completed appraisals, on a form provided by the department, that meet the requirements of 12 AAC 70.110 and that verify the real estate appraisal experience required in 12 AAC 70.108(a); and

(D) subject to the penalties of unsworn falsification as defined in AS 11.56.210, a list of crimes described in AS 08.87.110 and AS 08.87.210 for which the applicant has been convicted; ^{and}

(2) pay any fees required in 12 AAC 02.370. (Eff. 7/16/92, Register 123; am 12/13/94, Register 133; am 6/28/2015, Register 214)

Authority: AS 08.87.020 AS 08.87.110

12 AAC 70.105 is repealed and readopted to read:

12 AAC 70.105. Application for residential real estate appraiser certification by examination. (a) The board will issue a ~~license or~~ certification by examination to practice as a residential real estate appraiser to an applicant who meets the requirements of AS 08.87.110(b) and this section.

(b) An applicant for ~~license or~~ certification under this section shall must

(1) submit a completed application, on a form provided by the department; the completed application must include

(A) the personal identification information requested on the form;

(B) official transcripts, notarized copies of certificates of completion, or other evidence of course completion acceptable to the board, that verify the classroom hours of instruction required in 12 AAC ~~70.115(b)~~, 70.115(c) or (d), as applicable;

(C) work experience verification forms and a log of completed appraisals that meet the requirements of 12 AAC 70.110 and that verify the real estate appraisal experience required in 12 AAC 70.108(b); and

(D) subject to the penalties of unsworn falsification as defined in AS 11.56.210, a list of crimes described in AS 08.87.110 and AS 08.87.210 for which the applicant has been convicted; and

(2) pay any fees required in 12 AAC 02.370. (Eff. 7/16/92, Register 123; am 12/13/94, Register 133; am 6/28/2015, Register 214)

Authority: AS 08.87.020 AS 08.87.110

12 AAC 70 is amended by adding a new section ~~to Article 1~~ to read:

12 AAC 70.106. Application for general real estate appraiser or residential real estate appraiser certification by reciprocity. (a) The board will issue a ~~license or~~ certification to practice as a general real estate appraiser or residential real estate appraiser by reciprocity to an applicant who meets the requirements of AS 08.87.110(c) and this section.

(b) An applicant for ~~licensure or~~ certification under this section shall ~~shall~~ must

(1) submit a completed application, on a form provided by the department; the completed application must include the personal identification information requested on the form;

(2) pay any fees required in 12 AAC 02.370; and

submit
(3) submit verification of current certification or licensure from another state on a form

provided by the department. (Eff. 6/28/2015, Register 214)

Authority: AS 08.87.020 AS 08.87.110

12 AAC 70.107 is repealed and readopted to read:

12 AAC 70.107. Application for institutional real estate appraiser certification by examination. (a) The board will issue a ~~license or~~ certification by examination to practice as an institutional real estate appraiser to an applicant who meets the requirements of AS 08.87.110(e) and this section.

(b) An applicant for ~~licensure or~~ certification under this section shall ~~shall~~ must

(1) submit a completed application, on a form provided by the department; the completed application must include

(A) the personal identification information requested on the form;

(B) official transcripts, notarized copies of certificates of completion, or other evidence of course completion acceptable to the board, that verify the classroom hours of instruction required of general real estate appraisers in 12 AAC 70.115(a); and or (b), as applicable

(C) proof of full-time employment with a financial institution with offices in this state; and

(2) pay any fees required in 12 AAC 02.370. (Eff. 4/15/94, Register 130; am 12/13/94, Register 133; am 6/28/2015, Register 214)

Authority: AS 08.87.020 AS 08.87.110

12 AAC 70.115(a) is repealed and readopted to read:

(a) An applicant for certification as a general real estate appraiser must document satisfactory completion of 300 creditable classroom hours of instruction that meet the requirements in 12 AAC 70.140 with emphasis on appraisal of nonresidential properties, and a bachelor's degree or higher in any field from an accredited college or university.

12 AAC 70.115(c) is repealed and readopted to read:

(c) An applicant for certification as a residential real estate appraiser must document satisfactory completion of 200 creditable classroom hours of instruction that meet the requirements in 12 AAC 70.140 with emphasis on appraisal of residential properties, and a bachelor's degree or higher in any field from an accredited college or university.

(Eff. 12/13/94, Register 133; am 4/16/2004, Register 170; am 1/16/2005, Register 173; am 5/24/2007, Register 182; am 9/14/2012, Register 203; am 6/28/2015, Register 214)

Authority: AS 08.87.020 AS 08.87.110

12 AAC 70.120 is repealed and readopted to read:

12 AAC 70.120. Application for certification by endorsement. (a) The board may issue a ~~license of~~ certification by endorsement to practice as a general real estate appraiser or residential real estate appraiser to an applicant who meets the requirements of AS 08.87.110(h) and this section.

(b) An applicant for ~~license of~~ certification under this section shall must

(1) submit a completed application, on a form provided by the department; the completed application must include the personal identification information requested on the form; and

(2) pay any fees required in 12 AAC 02.370. (Eff. 7/16/92, Register 123; am 12/13/94, Register 133; am 6/13/97, Register 142; am 4/16/2004, Register 170; am

6/28/2015, Register 214)

Authority: AS 08.87.020 AS 08.87.110

12 AAC 70.125 is repealed and readopted to read:

12 AAC 70.125. Application for approval as a trainee appraiser. (a) The board will issue a ~~license of~~ certification approving a person as a trainee appraiser to an applicant who meets the requirements of 12 AAC 70.935 and this section.

(b) An applicant for ~~license of~~ certification under this section shall must

(1) submit a completed application, on a form provided by the department; the completed application must include

(A) the personal identification information requested on the form; and

(B) proof ~~of~~ that the applicant has successfully completed and passed 75

classroom hours of instruction that meet the requirements in 12 AAC 70.140(a) and the required courses that are specifically oriented to the requirements and responsibilities of supervisory appraisers and trainee appraisers, and that comply with the specifications for course content established by the Appraiser Qualifications Board ^{of the Appraisal Foundation;} The course must be completed by the trainee appraiser ^{before} ~~prior to~~ obtaining a trainee appraiser credential. ^{lowercase} All ^{lowercase} qualifying education must be completed within the five year period ^{before} ~~prior to~~ the date of submission of a trainee appraiser application; and

(2) pay any fees required in 12 AAC 02.370.

(c) To renew a ^{certification} ~~registration~~ as a real estate appraiser trainee, the applicant shall ^{must} ~~register~~

(1) submit an application for renewal on a form provided by the department; and

(2) provide evidence of satisfactory completion of 14 hours of continuing

education credit. (Eff. 4/15/94, Register 130; am 12/13/94, Register 133; am 6/28/2015,

Register 214)

Authority: AS 08.87.020 AS 08.87.310

12 AAC 70 is amended by adding a new section to Article 7 to read:

12 AAC 70.126. Application for approval as a supervisory appraiser. (a) The board will issue a ~~license~~ or certification approving a person as a supervisory appraiser to an applicant who is ~~licensed~~ or certified to practice as a general real estate appraiser or residential real estate appraiser and who meets the requirements of 12 AAC 70.935 and this section.

(b) An applicant for ~~license~~ or certification under this section shall ^{must} ~~register~~

(1) submit a completed application, on a form provided by the department; the completed application must include

(A) the personal identification information requested on the form;

(B) proof ~~of~~ that the applicant has successfully completed and passed the required courses that are specifically oriented to the requirements and responsibilities of supervisory appraisers and trainee appraisers, and that comply with the specifications for course content established by the Appraiser Qualifications Board of the Appraisal Foundation; ^{lowercase} The course must be completed by the supervisory appraiser before ~~prior to~~ obtaining a supervisory appraiser credential; and

(2) pay any fees required in 12 AAC 02.370. (Eff. 6/28/2015, Register

214)

Authority: AS 08.87.020 AS 08.87.310

12 AAC 70.140(e) is repealed:

(e) Repealed 6/28/2015.

(Eff. 7/16/92, Register 123; am 4/15/94, Register 130; am 12/13/94, Register 133; am 6/13/97, Register 142; am 6/5/98, Register 146; am 4/16/2004, Register 170; am 1/16/2005, Register 173; am 5/24/2007, Register 182; am 9/14/2012, Register 203; am 6/28/2015, Register 214)

Authority: AS 08.87.020 AS 08.87.110 AS 08.87.310

The introductory language of 12 AAC 70.210(c) is amended to read:

(c) In addition to the courses approved by the board under 12 AAC 70.200, the following courses are approved for continuing education when they are consistent with (a) of this section and an application provided by the department for course approval is submitted with the appropriate application fee and is approved by the board:

...

12 AAC 70.210(c)(3) is amended to read:

(3) courses approved by the Appraiser Qualifications Board [EDUCATIONAL] Course Approval [REVIEW] Program. of the Appraisal Foundation

12 AAC 70.210(e) is repealed and readopted to read:

(e) The board will award continuing education credit for completion of a course by distance education if the course meets the requirements of 12 AAC 70.140(f).

(Eff. 7/16/92, Register 123; am 4/15/94, Register 130; am 12/13/94, Register 133; am 6/13/97, Register 142; am 6/5/98, Register 146; am 12/30/99, Register 152; am 9/14/2012, Register 203; am 6/28/2015, Register 214)

Authority: AS 08.87.020 AS 08.87.120

12 AAC 70.215(b)(1) is repealed:

(1) repealed 6/28/2015;

12 AAC 70.215(c)(3) is amended to read:

(3) distance education courses approved by the Appraiser Qualifications Board [EDUCATIONAL] Course Approval [REVIEW] Program; of the Appraisal Foundation

12 AAC 70.215(c)(4) is repealed:

(4) repealed 6/28/2015. (Eff. 1/7/2001, Register 157; am 1/16/2005,

Register 173; am 6/28/2015, Register 214)

Authority: AS 08.87.020 AS 08.87.120

12 AAC 70.220(e) is amended to read:

(e) As part of the requirements of (a)(1) of this section, an applicant for renewal of a certificate shall document satisfactory completion of a Seven-hour [7-hour] National USPAP Update Course, taught by an Appraiser Qualifications [QUALIFICATION] Board [AQB] certified instructor [OR ITS EQUIVALENT] transfer who is a certified appraiser [AS DETERMINED BY THE BOARD]. The board will accept courses determined as equivalent by the Appraisal Qualifications Board [AQB] Course Approval Program. Completion of the 15-hour of the Appraisal Foundation [National] USPAP course used for certification under

seven-hour 12 AAC 70.115 may not be used to satisfy the continuing education renewal requirements of the [7-hour] USPAP Update Course required in this subsection. (Eff. 7/16/92, Register 123; am 12/13/94, Register 133; am 1/7/2001, Register 157; am 4/16/2004, Register 170; am 1/16/2005, Register 173; am 6/22/2005, Register 174; am 9/14/2012, Register 203; am 6/28/2015, Register 214)

Authority: AS 08.87.020 AS 08.87.120

12 AAC 70 is amended by adding a new section to Article 7 to read:

12 AAC 70.935. Supervision of trainee appraisers. (a) A lowercase Supervisory appraiser shall

(1) be in good standing in this state and not subject to any disciplinary action within any jurisdiction within the last three years that affects the supervisory appraiser's legal eligibility to engage in appraisal practice lowercase A supervisory appraiser subject to a disciplinary action is would be considered in good standing three years after the successful completion or

termination of the sanction imposed against the appraiser;

(2) have been a state-certified appraiser for at least minimum of three years before prior to being eligible to become a supervisory appraiser; and

(3) comply with the Competency Rule of the Uniform Standards of Professional Appraisal Practice for the property type and geographic location for which the trainee supervisor is being supervised;

(A) lowercase
(b) Supervisory appraiser^s may not supervise more than three trainee appraisers at one time.

(A) lowercase
(c) Supervisory appraiser^s shall be responsible for the training, guidance, and direct supervision of the trainee appraiser by

(1) accepting responsibility for a trainee appraiser's appraisal reports by signing each report and certifying that the report is in compliance with the Uniform Standards of Professional Appraisal Practice;

(2) reviewing ~~and signing~~ the trainee appraisal report^s; and

align (3) personally inspecting each appraised property with the trainee appraiser until the supervisory appraiser determines that the trainee appraiser is competent, in accordance with the Competency Rule of the Uniform Standards of Professional Appraisal Practice, for the

property type. g lowercase
The supervisory appraiser shall make the ~~this~~ determination of competency in writing on a form provided by the department and shall submit the determination to the department not

later than 10 days ~~thereafter~~ after the date of the determination.

(A) lowercase
(d) Trainee appraiser^s shall report to the department, on a form provided by the department, the identity of any supervisory appraiser. (A) lowercase
Trainee appraiser^s may have more than one supervisory appraiser. IF ~~When~~ a trainee appraiser has more than one supervisory appraiser^s.

~~The trainee appraiser shall report the identity of each supervisory appraiser as required under this subsection. Each shall be reported as indicated above.~~

(e) A supervisor-trainee relationship ~~shall~~ ^{CS} become effective on the date of receipt ^{by the department} of the original required form with original signatures ~~by the department~~.

(f) ~~An appraisal log shall be maintained jointly by the supervising appraiser and the appraiser trainee or appraiser-in-training and shall~~ ^{The supervisory} ~~at a minimum, include the following for each appraisal~~ ^{jointly maintain an appraisal log that}

^{includes at least} ^{identification of the}

(1) type of property;

(2) ^{the} ^{the} date of report;

(3) ^{the} ^{the} address of appraised property;

(4) ^a description of work performed by the trainee appraiser and the scope of the

review and supervision of the supervisory appraiser;

(5) ^{the} number of actual work hours by the trainee appraiser on the assignment; and

(6) the signature and state certification number of the supervisory appraiser;

separate appraisal logs shall be maintained for each supervisory appraiser, if applicable.

^{Before supervising a trainee appraiser, a}

(g) ^{lowercase} Supervisory appraisers shall complete a course that ⁽¹⁾ ~~at a minimum, complies with the Appraisal Qualifications Board of the Appraisal Foundation; and (2)~~ specifications for course content established by the ABQ, which is specifically oriented to the

requirements and responsibilities of supervisory appraisers and trainee appraisers. ~~The course is~~

~~to be completed by the supervisory appraiser prior to supervising a trainee appraiser.~~

~~The course that an applicant for certification under 12 AAC 70.125 as a trainee appraiser must take~~ ^{(1) must}

(h) ~~Trainee appraisers shall be required to complete a course that, at minimum, complies~~ ^{(A) comply} ~~with the specifications for course content established by the AQB, which is specifically oriented~~

to the requirements and responsibilities of supervisory appraisers and trainee appraisers. ~~The~~ ^{(j) and}

~~course must be completed by the trainee appraiser prior to obtaining a trainee appraiser~~

~~credential from the individual credentialing jurisdiction. The trainee appraiser course is not~~ ⁽²⁾

Register 214, July 2015 PROFESSIONAL REGULATIONS

under 12 AAC 70.125

eligible towards the 75 hours of qualifying education required. (Eff. 6/28/2015, Register
214)

Authority: AS 08.87.020 AS 08.87.310

EXECUTIVE SESSION MOTION

Sec. 44.62.310. government meetings public.

(c) The following subject may be considered in an executive session:

- (1) matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;
- (2) subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
- (3) matters which by law, municipal charter, or ordinance are required to be confidential;
- (4) matters involving consideration of government records that by law are not subject to public disclosure.

MOTION WORDING:

In accordance with the provisions of Alaska Statute 44.62.310 (c) (1) (2) (3) or (4) [*select appropriate paragraph number above*], I move to go into executive session for the purpose of discussing:

Board staff _____ to remain during the session **OR** Board only to remain during session.

Off the record at _____.

Example:

In accordance with the provisions of AS 44.62.310 (c)(2), I move to go into executive session for the purpose of discussing the license application of (name). Board staff (names) to remain during the session.



□ □ □ □ □ □

Appraisal Subcommittee

Federal Financial Institutions Examination Council

Bulletin No. 2015-01

Issue Date: June 17, 2015

To: State Appraiser Regulatory Officials

Subject: State Registration and Supervision of
Appraisal Management Companies (AMCs)

Purpose

The Appraisal Subcommittee (ASC) is issuing this Bulletin to provide information regarding registration and supervision of AMCs (State AMC Programs). This Bulletin addresses the following:

- ASC Oversight of State AMC Programs
- State Registration and Supervision of AMCs
- The National Registry of AMCs (AMC Registry)
- Federally regulated AMCs¹
- Statutory Implementation Period

Background

The Dodd-Frank Wall Street Reform and Consumer Protection Act of 2010 (Dodd-Frank Act)² added section 1124, *Appraisal Management Company Minimum Requirements*, to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989³ (Title XI). Section 1124 required the Office of the Comptroller of the Currency (OCC); Board of Governors of the Federal Reserve System (Board); Federal Deposit Insurance Corporation (FDIC); National Credit Union Administration (NCUA); Bureau of Consumer Financial Protection (Bureau); and Federal Housing Finance Agency (FHFA) (collectively, the agencies) to establish, by rule, minimum requirements for State registration and supervision of AMCs.⁴ In accordance with the statute, the agencies recently issued a final rule (referred to as the AMC Rule) which was published on June 9, 2015, at 80 *Federal Register* 32658 (June 9, 2015) with an effective date of August 10, 2015.

¹ This refers to AMCs that are subsidiaries owned and controlled by an insured depository institution and regulated by a Federal financial institutions regulatory agency.

² Pub. L. 111-203, 124 Stat. 1376.

³ Pub. L. 101-73, 103 Stat. 183; 12 U.S.C. 3353.

⁴ 12 U.S.C. 3353(a). The statute also directed those agencies to issue regulations concerning the reporting of information to the ASC for purposes of maintaining the AMC Registry.

ASC Oversight of State AMC Programs

States are not required to establish an AMC registration and supervision program. For those States electing to participate in the registration and supervision of AMCs, the ASC staff will informally monitor the State's progress to implement the requirements of the AMC Rule.

Formal ASC oversight of State AMC Programs will begin at the next regularly scheduled Compliance Review of a State after the following occurs:

- (1) the AMC Registry is operational; and
- (2) a participating State establishes a registration and supervisory program with appropriate AMC oversight authority and begins registering AMCs on the AMC Registry.

Upon expiration of the statutory implementation period (*see below* Statutory Implementation Period), Compliance Reviews will include ASC oversight of AMC Programs for any State with an AMC Program.

Participating States may establish requirements in addition to those in the AMC Rule. Participating States may also have a more expansive definition of AMC. However, if a participating State has a more expansive definition of AMCs than in the AMC Rule (thereby encompassing State regulation of AMCs that are not within the definition of AMC in the AMC Rule), the State must ensure such non-Federally recognized AMCs are identified as such in the State database.

State Registration and Supervision of AMCs

If a State chooses to participate in the registration and supervision of AMCs (participating State), the State will be required to comply with the AMC Rule. This Bulletin summarizes the provisions of the AMC Rule that participating States will need to implement as part of their AMC programs. States should refer to the AMC Rule for compliance requirements.

Minimum Requirements

In summary, the AMC Rule includes requirements for participating States to:

- (a) Establish and maintain a program with the legal authority and mechanisms to:
 - (1) Review and approve or deny AMC applications and/or renewals for registration;
 - (2) Examine records of AMCs and require AMCs to submit information;
 - (3) Verify that appraisers on AMCs' panels hold valid State credentials;
 - (4) Conduct investigations of AMCs for potential violations of appraisal-related laws, regulations, or orders;
 - (5) Discipline AMCs that violate appraisal-related laws, regulations, or orders; and

- (6) Report appraisal-related violations of AMCs, as well as discipline or enforcement actions to the ASC.
- (b) Impose requirements on AMCs to:
- (1) Register with and be subject to supervision by the participating State (except for Federally regulated AMCs);
 - (2) Engage only State certified or State licensed appraisers for Federally related transactions;
 - (3) Establish and comply with processes and controls to ensure AMCs engage competent and independent appraisers;
 - (4) Require USPAP compliance; and
 - (5) Require compliance with the requirements of section 129E(a) through (i) of the Truth in Lending Act, 15 U.S.C. 1639e(a) through (i), and regulations thereunder.

Ownership limitations

Participating States will also be required to comply with the ownership limitations set forth in the AMC Rule. In summary, the AMC Rule includes ownership limitations that could result in a prohibition for an AMC from being registered by a State or included on the AMC Registry under certain circumstances, and also sets forth exceptions to the prohibition. Other statutory ownership limitations are also addressed in the AMC Rule.

AMC Registry

In the future to aid the States in implementing the AMC Rule, the ASC will provide additional guidance by issuing supplements to this Bulletin to address the following:

- (1) When the AMC Registry will be open for participating States;
- (2) Reporting requirements (information required to be submitted by States in order to register AMCs on the AMC Registry); and
- (3) AMC registry fees after Notice and Request for Comment in the *Federal Register*.

Federally Regulated AMCs

Federally regulated AMCs must comply with the minimum requirements for providing appraisal management services no later than 12 months from the effective date of the AMC Rule. Compliance for providing and remitting information and AMC registry fees is subject to notification regarding the availability of the AMC Registry and the procedures for doing so. Participating States are not required to identify Federally regulated AMCs operating in their States, but rather the Federal financial institution regulatory agencies are responsible for requiring such AMCs to identify themselves to participating States and report required information.

Statutory Implementation Period

The AMC Rule sets forth the statutory implementation period. In summary, beginning 36 months after the effective date of the AMC Rule, an AMC may not provide services for a Federally related transaction in a non-participating State unless the AMC is a Federally regulated AMC. The ASC, with the approval of the Federal Financial Institutions Examination Council (FFIEC), may extend this period for an additional 12 months if the ASC makes a finding that the State has made substantial progress toward implementing a registration and supervision program for AMCs that meets the standards of Title XI.⁵

For further information, contact James R. Park, Executive Director, at (202) 595-7575 or Jim@ASC.gov, or Alice M. Ritter, General Counsel, at (202) 595-7577 or Alice@ASC.gov.

Sincerely,

\s\ Arthur Lindo

Arthur Lindo
ASC Chairman

⁵ 12 U.S.C. 3353(f)(2).

□ □ □ □ □ □

Appraisal Subcommittee
Federal Financial Institutions Examination Council

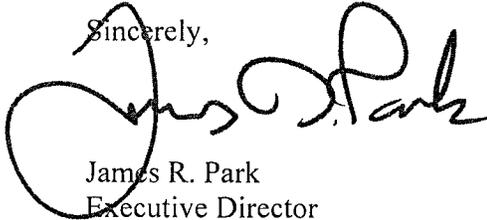
April 22, 2015

To: State Appraiser Regulatory Officials

Subject: AMC Final Rule

Yesterday, April 21, 2015, the FDIC approved and released to the public the AMC Final Rule – *Minimum Requirements for Appraisal Management Companies* (Rule). Other agencies involved in the interagency process have also approved the Rule. However, two agencies are still in the process of final adoption. Once all of the agencies have approved the Rule, they will issue a press release and publish in the *Federal Register*. This may take 30 days or more. All State appraiser regulatory officials can expect a direct and informative communication from ASC staff when the Rule is in Final Form. I encourage you contact your Policy Manager if you have any questions.

Sincerely,



James R. Park
Executive Director

State Legislation to Regulate Appraisal Management Companies

- State AMC legislation promotes public trust and consumer protection, and establishes oversight and enforcement where there is none today.
- Enactment of this bill into law will require greater accountability, responsibility and transparency on the part of third-party brokers of appraisal services.
- Appraisal management companies (AMC) are business entities that administer networks of independent appraisers to fulfill real estate appraisal assignments on behalf of lenders.
- AMCs are third-party brokers of appraisal services that sit between banks and other mortgage originators, and licensed or certified appraisers who perform real estate appraisals.
- The AMC recruits, qualifies, verifies licensure, negotiates fees and service level expectations with a network of third-party appraisers. In some cases, the AMC is also responsible for many tasks associated with the collateral valuation process, including appraisal review, quality control, market value dispute resolution, warranty administration, and record retention.
- While appraisal management companies have been in existence for many years, the industry has experienced growth as a result of outsourcing by many financial institutions, particularly in response to the Home Valuation Code of Conduct which went into effect in May, 2009.
- The advent of the appraisal management industry has resulted in many problems for appraisers.
- One of the biggest issues is with the transparency of how AMCs fund their operations – on the backs of appraisers by retaining a disproportionate share of the appraisal fee that is paid by a consumer.
- The Federal Housing Administration has recognized this issue, and has issued a new Mortgage Letter that requires that AMCs charge lenders a separate fee for appraisal management services, rather than taking it from the fee paid by the consumer for an appraisal.
- FHA has also required that AMCs disclose the amount that is paid to an appraiser for an appraisal, and the amount that they charge the lender for appraisal management services.
- There have also been reported instances of appraisers losing their licenses to revocation and forming an appraisal management company outside the specter of a state appraisal regulatory agency.
- When this legislation is enacted into law, no individual who has had their appraiser license revoked would be permitted to be involved in the ownership or management of an AMC.
- To date, appraisal management companies are not required to register with any government agency, and are not subject to any state or federal regulation.
- The appraisal management company is the only entity in the real estate valuation process that is not subject to licensing or regulation by any government agency, or any laws or regulations specific to their activity.
- This legislation would enact a reasonable registration and regulatory structure for AMCs operating in this state.

SEC. 1473. AMENDMENTS RELATING TO APPRAISAL SUBCOMMITTEE OF FFIEC, APPRAISER INDEPENDENCE MONITORING, APPROVED APPRAISER EDUCATION, APPRAISAL MANAGEMENT COMPANIES, APPRAISER COMPLAINT HOTLINE, AUTOMATED VALUATION MODELS, AND BROKER PRICE OPINIONS.

(f) APPRAISAL MANAGEMENT SERVICES.—

(1) SUPERVISION OF THIRD PARTY PROVIDERS OF APPRAISAL MANAGEMENT SERVICES.—Section 1103(a) of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (12 U.S.C. 3332(a)) (as previously amended by this section) is amended—

(A) by amending paragraph (1) to read as follows:

“(1) monitor the requirements established by States.—

“(A) for the certification and licensing of individuals who are qualified to perform appraisals in connection with federally related transactions, including a code of professional responsibility; and

“(B) for the registration and supervision of the operations and activities of an appraisal management company;” and

(B) by adding at the end the following new paragraph:

“(6) maintain a national registry of appraisal management companies that either are registered with and subject to supervision of a State appraiser certifying and licensing agency or are operating subsidiaries of a Federally regulated financial institution.”.

(2) APPRAISAL MANAGEMENT COMPANY MINIMUM REQUIREMENTS.—Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (12 U.S.C. 3331 et seq.) is amended by adding at the end the following new section (and amending the table of contents accordingly):

“SEC. 1124. APPRAISAL MANAGEMENT COMPANY MINIMUM REQUIREMENTS.

“(a) IN GENERAL.—The Board of Governors of the Federal Reserve System, the Comptroller of the Currency, the Federal Deposit Insurance Corporation, the National Credit Union Administration Board, the Federal Housing Finance Agency, and the Bureau of Consumer Financial Protection shall jointly, by rule, establish minimum requirements to be applied by a State in the registration of appraisal management companies. Such requirements shall include a requirement that such companies—

“(1) register with and be subject to supervision by a State appraiser certifying and licensing agency in each State in which such company operates;

“(2) verify that only licensed or certified appraisers are used for federally related transactions;

“(3) require that appraisals coordinated by an appraisal management company comply with the Uniform Standards of Professional Appraisal Practice; and

“(4) require that appraisals are conducted independently and free from inappropriate influence and coercion pursuant to the appraisal independence standards established under section 129E of the Truth in Lending Act.

“(b) RELATION TO STATE LAW.—Nothing in this section shall be construed to prevent States from establishing requirements in addition to any rules promulgated under subsection (a).

“(c) FEDERALLY REGULATED FINANCIAL INSTITUTIONS.—The requirements of subsection (a) shall apply to an appraisal management company that is a subsidiary owned and controlled by a financial institution and regulated by a Federal financial institution regulatory agency. An appraisal management company that is a subsidiary owned and controlled by a financial institution regulated by a Federal financial institution regulatory agency shall not be required to register with a State.

“(d) REGISTRATION LIMITATIONS.—An appraisal management company shall not be registered by a State or included on the national registry if such company, in whole or in part, directly or indirectly, is owned by any person who has had an appraiser license or certificate refused, denied, cancelled, surrendered in lieu of revocation, or revoked in any State. Additionally, each person that owns more than 10 percent of an appraisal management company shall be of good moral character, as determined by the State appraiser certifying and licensing agency, and shall submit to a background investigation carried out by the State appraiser certifying and licensing agency.

“(e) REPORTING.—The Board of Governors of the Federal Reserve System, the Comptroller of the Currency, the Federal Deposit Insurance Corporation, the National Credit Union Administration Board, the Federal Housing Finance Agency, and the Bureau of Consumer Financial Protection shall jointly promulgate regulations for the reporting of the activities of appraisal management companies to the Appraisal Subcommittee in determining the payment of the annual registry fee.

“(f) EFFECTIVE DATE.—

“(1) IN GENERAL.—No appraisal management company may perform services related to a federally related transaction in a State after the date that is 36 months after the date on which the regulations required to be prescribed under subsection (a) are prescribed in final form unless such company is

registered with such State or subject to oversight by a Federal financial institutions regulatory agency.

“(2) EXTENSION OF EFFECTIVE DATE.—Subject to the approval of the Council, the Appraisal Subcommittee may extend by an additional 12 months the requirements for the registration and supervision of appraisal management companies if it makes a written finding that a State has made substantial progress in establishing a State appraisal management company registration and supervision system that appears to conform with the provisions of this title.”.

(3) STATE APPRAISER CERTIFYING AND LICENSING AGENCY AUTHORITY.—Section 1117 of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (12 U.S.C. 3346) is amended by adding at the end the following: “The duties of such agency may additionally include the registration and supervision of appraisal management companies and the addition of information about the appraisal management company to the national registry.”.

(4) APPRAISAL MANAGEMENT COMPANY DEFINITION.—Section 1121 of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (12 U.S.C. 3350) is amended by adding at the end the following:

“(11) APPRAISAL MANAGEMENT COMPANY.—The term ‘appraisal management company’ means, in connection with valuing properties collateralizing mortgage loans or mortgages incorporated into a securitization, any external third party authorized either by a creditor of a consumer credit transaction secured by a consumer’s principal dwelling or by an underwriter of or other principal in the secondary mortgage markets, that oversees a network or panel of more than 15 certified or licensed appraisers in a State or 25 or more nationally within a given year—

“(A) to recruit, select, and retain appraisers;

“(B) to contract with licensed and certified appraisers to perform appraisal assignments;

“(C) to manage the process of having an appraisal performed, including providing administrative duties such as receiving appraisal orders and appraisal reports, submitting completed appraisal reports to creditors and underwriters, collecting fees from creditors and underwriters for *2194 services provided, and reimbursing appraisers for services performed; or

“(D) to review and verify the work of appraisers.”.



REVISED APPLICATIONS LIST

- 1.) G - General Application (Revised 07/07/2015)
- 2.) R- Residential Application (Revised 07/07/2015)
- 3.) I - Institutional Application (Revised 06/18/15)
- 4.) C - Courtesy Application(Revised 06/18/15)
- 5.) T - Trainee (Revised 07/09/2015)
- 6.) RQ - Request for Change of Supervision (Revised 06/16/15)
- 7.) CA - Course Approval Application (Revised 07/14/15)



THE STATE
of

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

Real Estate Appraisers Program

State Office Building, 333 Willoughby Avenue, 9th Floor

PO Box 110806, Juneau, AK 99811-0806

Phone: (907) 465-2550 • Fax: (907) 465-2974

Email: license@alaska.gov

Website: ProfessionalLicense.Alaska.Gov/RealEstateAppraisers

Application For General Real Estate Appraiser

The following documents and fees must be on file with the division before the file will be reviewed;

1. **APPLICATION:** Completed, signed and notarized application (Form 08-4163). An applicant with a "yes" answer to one or more professional conduct questions must submit a separate written, signed and dated explanation and provide copies of any supporting documents.

2. **FEES:**

Nonrefundable Application Fee	\$450
Initial Certification Fee	\$1050
Federal Registry Fee	\$80
TOTAL FEES DUE	\$1580

Make check or money order payable to the State of Alaska. You may pay by credit card by submitting Credit Card Payment Form 08-4438.

3. **RELEASE:** Completed Authorization for Release of Records form (provided below).

4. **CHOOSE TO APPLY FOR CERTIFICATION BY:**

ENDORSEMENT

—OR—

EXAMINATION

If you are applying for a....

CERTIFICATION BY ENDORSEMENT: In addition to the fees, release and application, the following items must be on file before the board will consider an application for a certificate by endorsement;

- A. Proof of 42 hours of continuing education in real estate appraisal that contributes directly to a certified real estate appraiser's knowledge of current theories, practices, and techniques of real estate analysis and appraisal, obtained within the three years immediately before the date of a complete application.
- B. Copy of examination results as proof of successful completion of the Uniform State General Certification Examination endorsed by the Appraiser Qualifications Board of the Appraisal Foundation.
- C. Licensure Verification Form sent directly from each state or other licensing jurisdiction in which the applicant holds or has held a real estate appraiser certificate or license (form provided below).
 - The state from which the applicant is endorsing must have certification requirements substantially equivalent to Alaska's requirements, i.e., 300 creditable hours of classroom instruction, 3,000 hours of work experience and successful completion of an approved examination.
 - The verification must confirm that the applicant is not the subject of an unresolved complaint or disciplinary action before an authority regulating real estate appraisers or a professional real estate appraisers' association.

you are applying for a.....

CERTIFICATION BY EXAMINATION: In addition to the fees, release and application, the following must be on file before the Board will consider an application for a certificate by examination as a general real estate appraiser:

- A. Official transcripts, notarized copies of certificates of completion, or other evidence of course completion acceptable to the board, that verify classroom hours of education required in 12 AAC 70.115 (see below).
- B. An applicant for certification as a general real estate appraiser shall document satisfactory completion of 300 creditable classroom hours of instruction that meet the requirements in 12 AAC 70.140 with emphasis on appraisal of nonresidential properties, and specified in the following core curriculum, of which at least 150 hours must be completed within the five years preceding the date of a complete application:
 - basic appraisal principles, 30 hours;
 - basic appraisal procedures, 30 hours;
 - 15-hour National USPAP course taught by an Appraiser Qualifications Board Certified Instructor;
 - general appraiser market analysis and the principle of the highest and best use of property, 30 hours;
 - statistics, modeling, and finance, 15 hours;
 - general appraiser sales comparison approach, 30 hours;
 - general appraiser site valuation and cost approach, 30 hours;
 - general appraiser income approach, 60 hours;
 - general appraiser report writing and case studies, 30 hours;
 - appraisal subject matter electives, 30 hours.
- C. A bachelor's degree or higher from an accredited college or university;
- D. Three work experience forms completed by a combination of three different individuals referenced in 12 AAC 70.110 (form enclosed) verifying 3,000 hours of experience with at least 1,500 hours in nonresidential work obtained continuously over a period of not less than 30 months. An applicant may not receive credit for more than 1,250 hours of experience in real property appraisal in a 12-month period;
- E. Completed Work Verification Log documenting appraisal work.

Please do not submit work products at time of application. The Board or Board Designee will select products for review.
- F. Copy of examination results as proof of successful completion of the Uniform State General Certification Examination endorsed by the Appraiser Qualifications Board of the Appraiser Foundation. The Alaska Board of Certified Real Estate Appraisers currently utilizes as its testing agent Promissor, Inc. (formerly known as ASI). For information regarding the examination, contact:

Pearson Vue
3 Bala Plaza West, Suite 300
Bala Cynwyd, PA 19004
Telephone: 800-274-7488
Website: pearsonvue.com

! General Information

APPLICATION PROCESSING:

The amount of time it takes to process the application varies, depending on when all complete and correct documents and fees are received by the division. If the application is incomplete, the applicant will be notified of incomplete and/or incorrect documents and fees. When the application is complete and correct, all supporting documents have been received, and all fees have been paid, a license will be issued and sent to you with an accompanying cover letter with further information about Alaska statutory requirements. If the application is not approved for licensure, a written explanation of the basis of that denial and information on how to appeal the decision will be provided.

CERTIFICATE TERM:

Certificates are issued for a two-year period. However, all residential real estate certificates expire on June 30 of odd-numbered years, regardless of the date of issuance, except certificates or 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 30 days before the certificate expiration to the last known address of record.

FINGERPRINTING:

For programs requiring fingerprinting please be advised that processing is performed by the Department of Public Safety and they require about two months for processing, so plan accordingly.

"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 question in the application be sure to submit an explanation and documentation.

DENIAL OF APPLICATION:

Please be aware that the denial of an application of licensure may be reported to any person, professional licensing board, federal, state, or local governmental agency, or other entity making a relevant inquiry or as may be required by law.

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:

AS 08.01.060 and 08.01.100 require that a U.S. Social Security Number be on file with the division before a professional license is issued or renewed for an individual. If you do not have a U.S. Social Security Number, please complete the Request for Exception from Social Security Number Requirement form located at ProfessionalLicense.Alaska.gov or contact the division for a copy of the form.

SPECIAL ACCOMMODATIONS FOR EXAMINATION:

Programs under the jurisdiction of the Division of Corporations, Business and Professional Licensing are administered in accordance with the Americans with Disabilities Act. If you require a special accommodation when taking the licensing examination you must submit an *Application for Examination Accommodations for Candidates with Disabilities form* (08-4214).

PUBLIC INFORMATION:

Please be aware that all information on the initial 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.

ABANDONMENT:

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, however the application fee will not be refunded. If no request for refund is received within that time frame, no refund will be issued.

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.

BUSINESS LICENSES:

Renewal applications for business licenses are mailed separately. For more information about business licenses, call (907) 465-2550 or online at: BusinessLicense.Alaska.gov

STATUTES AND REGULATIONS:

The complete set of statutes and regulations for this program is available on the division's website at ProfessionalLicense.Alaska.gov. If you are unable to download the statutes and regulations, please contact the division and request a copy by mail.

NOTIFICATION OF PROPOSED REGULATION CHANGES

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

REGULATIONS SPECIALIST
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
P.O. Box 110806
Juneau, Alaska 99811-0806

PART III Professional Fitness Questions

12 AAC 70.100 (5) requires an applicant to attest subject to the penalties of unsworn falsification as defined in AS 11.56.210, a list of crimes described in AS 08.87.110 and AS 08.87.210 for which the applicant has been convicted.

A "Yes" answer may not prejudice your application, failure to answer honestly may. If you answered "Yes" to any of the below questions, please explain dates, locations and circumstances on a separate piece of paper. Also, submit any/all supporting documents that are applicable (court records, board actions, investigation notices, etc.).

1. Have you ever been convicted of a crime involving moral turpitude? Yes No

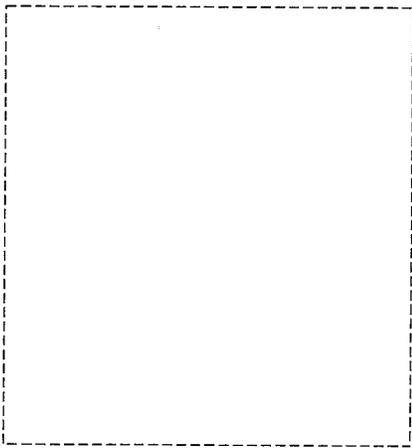
2. Have you ever had a real estate appraiser license/certification revoked, suspended, denied, surrendered, or otherwise acted upon in any state or jurisdiction? Yes No

3. Are you the subject of an unresolved complaint or disciplinary action before an authority regulating real estate appraisers or a professional real estate appraisers' association? Yes No

4. Have you committed, or had a lawsuit filed against you, while acting as a real estate appraiser, an act or omission involving dishonesty, fraud, or misrepresentation? Yes No

PART IV Notarized Signature

I certify that the information in this application is true and correct to the best of my knowledge. I understand that any false information or falsification of documents may result in failure to obtain registration/licensure under the Alaska Board of Certified Real Estate Appraisers, or subsequent revocation of my certificate.



Signature of Applicant Date

SUBSCRIBED AND SWORN TO before me on this day Date

Notary Public for the State of: _____

My Commission Expires: _____

PART V License / Certificate History

Are you currently licensed or certified in another state?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	------------------------------	-----------------------------

List all states or jurisdictions in which you are currently or ever have been licensed or certified:

License / Certificate Number	State	Expiration Date

Exam Passed	Location	Date

PART VI Statutory Education Requirement

DEGREE REQUIREMENT 12 AAC 70.115(a)

Per 12 AAC 70.115(a), an applicant must hold a Bachelor's degree or higher.

School	Degree	Date Degree Receive

— AND —

An applicant for certification as a general real estate appraiser shall document satisfactory completion of 300 creditable classroom hours of instruction that meet the requirements in 12 AAC 70.140 with emphasis of general properties, and specified in the following core curriculum, of which at least 150 hours must be completed within the five years immediately preceding the date of a complete application.

Trainee registrants transitioning to a certified general real estate appraiser must document completion of 4-10 below:

Required Courses	Course Sponsor	Course #	Date Completed	Hours Completed
1. Basic Appraisal Principles Hours Required: 30				
2. Basic Appraisal Procedures Hours Required: 30				
3. 15-Hour National USPAP Course or Equivalent Hours Required: 15				
4. General Market Analysis and the Principle of Highest and Best Use of Property Hours Required: 15				
5. General Appraiser Site Valuation and Cost Approach Hours Required: 30				
6. General Sales Comparison and Income Approaches Hours Required: 30				
7. General Report Writing and Case Studies Hours Required: 15				
8. Statistics, Modeling and Finance Hours Required: 15				
9. Advanced General Applications and Case Studies Hours Required: 15				
10. Appraisal Subject Matter Electives Hours Required: 20				

Are the required course completion certificates attached?

Yes

No



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Phone: (907) 465-3811 • Fax: (907) 465-2974

E-mail: license@alaska.gov

Website: ProfessionalLicense.Alaska.Gov/RealEstateAppraisers

PART VII Authorization for Release of Records

To Whom It May Concern:

I, _____
First Name Middle Name Last Name

residing at _____
Address City State ZIP Code

authorize the Alaska Division of Corporations, Business and Professional Licensing and its investigators to examine my medical, dental, employment, and education records, and any records pertaining to litigation, suits, judgments and/or settlements, and any law enforcement records pertaining to me and discuss them with persons having possession of them. I also expressly permit and authorize the release of any and all such records pertaining to me to the Alaska Division of Corporations, Business and Professional Licensing and its investigators.

I authorize the division to discuss my records with persons or organizations which are considered appropriate by the Division in connection with an official investigation and to provide copies of my records to those persons or organizations considered appropriate by the division.

This release also applies to any documents or records which contain information pertaining to psychiatric, drug or alcohol evaluation, diagnosis, or treatment received by me and which were prepared or made in conjunction with, or under the authority or guidance of any local, state, or federal law which relates to psychiatric, drug or alcohol evaluation, diagnosis or treatment.

I request that upon presentation of this release, or a certified true copy of it, that you provide copies of those records to the Division and/or its investigators, and/or representatives of the Office of the Attorney General of the State of Alaska.

This authorization is given expressly in connection with my application for issuance of a certificate as a real estate appraiser. This authorization expires one year from the date of my signature below.

Signature: _____ Date: _____

Home Telephone: _____ Work Telephone: _____



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E-mail: license@alaska.gov

Website: ProfessionalLicense.Alaska.Gov/RealEstateAppraisers

PART VIII Verification of Licensure / Certification

Name and Address of Applicant _____

TO STATE LICENSING BOARD: I, the applicant, am applying for a certification to practice as a General Real Estate Appraiser in the State of Alaska. The Alaska Real Estate Appraisers Program requires that this form be completed by each jurisdiction in which I hold or have held licenses/certificates. The state boards must complete the bottom section of this form and return it **directly to the above address**. The State of Alaska will also accept a standard computer verification that provides substantially the same information.

THIS PART TO BE COMPLETED BY THE LICENSING BOARD

Name of Licensee / Certificate Holder		Date of Birth:	
License / Certificate Number	Original Issue Date:	State:	
Certificate Type	<input type="checkbox"/> Date by Endorsement:	<input type="checkbox"/> Date by Examination:	
Exam Source (If applicable)	Date of Exam:		
Is the License / Certificate Current?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Lapse Date:	Expiration Date:
Is the applicant the subject of an unresolved complaint or ongoing disciplinary action?			* Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the applicant's license/certificate ever been suspended, revoked, voluntarily surrendered, placed on probation, or restricted in any other way?			* Yes <input type="checkbox"/> No <input type="checkbox"/>
* If yes, please provide a copy of the disciplinary action document.			
Comments (if any)			
BOARD SEAL (All verifications must have a board seal)	Sign and Date: _____		
	State Board and Title: _____		
	Email: _____		
	Contact Phone Number: _____		



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Phone: (907) 465-3811 • Fax: (907) 465-2974

E-mail: license@alaska.gov

Website: ProfessionalLicense.Alaska.Gov/RealEstateAppraisers

PART IX Verification of Work Experience (For EXAMINATION Applicants Only)

Verification of 3,000 hours of appraisal work obtained continuously over a period of not less than 30 months (at least 1,500 hours in nonresidential appraisal work) must be certified by a combination of at least three different individuals referenced below:

1) a licensed construction contractor; 2) a federal or state regulated lender; 3) a present or former employer of the applicant; 4) an officer of a state or federal agency; 5) or an officer of a company that customarily uses the services of a real estate appraiser who has recent knowledge of the applicant's experience on that company's behalf.

If an applicant cannot, for good cause, provide work experience forms from at least three different individuals, the board may, consider and approve other kinds of work experience verification.

An applicant may not receive credit for more than 1,250 hours of experience in real property appraisal in a 12-month period.

Printed Name

Title

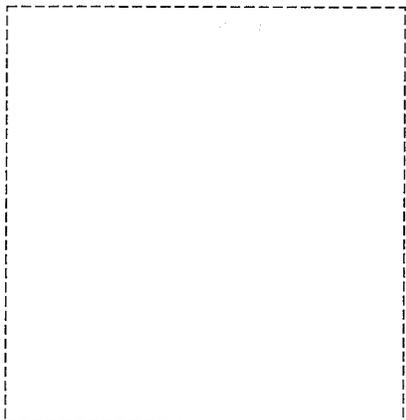
Representing

I certify to my knowledge that:

(Name of Applicant) _____ has at least 3,000 hours (obtained over a period of not less than 30 months) of experience of which 1,500 hours of experience is known to me to be nonresidential experience in real property appraisal.

I am/was associated with the applicant from _____ to _____,
Mo/Yr Mo/Yr

in the capacity of _____



Signature

Mailing Address

Telephone Number

SUBSCRIBED AND SWORN TO before me on this day

Notary Public for the State of

My Commission Expires

Code Page – General Real Estate appraiser work verification log

Please use the following guide when completing the work verification log. The purpose of this log is for the board to determine the diversity and complexity of work experience and to verify the appropriate number of work hours.

- (A) Report Date: The month and year the appraisal report was completed.
- (B) Subject Property Address: This is the common name/location of the property, i.e., George's Office Tower, Anchorage, Alaska. Please be very clear so the board can understand the property being appraised.
- (C) Report Type: Please check appropriate format for report, i.e., narrative, letter, form appraisal, or other. If the other column is checked, please attach an explanation as to the format used.
- (D) Property Classification: Below are 13 general property classifications, indicate the one which most closely approximates the appraisal assignment.
- (E) Client Named in Report
- (F) Value Opinion: Check the appropriate column range as follows: \$1 to \$250,000; \$250,000 to \$500,000; or over \$500,000.
- (G) Description of Work Performed: Work performed by trainee or applicant. Scope of review performed by supervising appraiser; and level of supervision performed by the supervising appraiser.
- (H) Approaches to Value: Check the appropriate columns if full approaches to value were utilized in the report.
- (I) Appraiser: Indicate whether you were sole signer, co-signer, or did not sign the report.
- (J) Supervisor State Certification Number: Number of the supervising appraiser if applicable.
- (K) Experience Category: A numeric answer regarding the following 10 experience categories.
- (L) Work Hours: Indicate total number of hours spent on research, analysis, and preparation of report. Do not include hours which someone else spent.

EXPERIENCE CATEGORY

1. Fee and Staff Appraisal
2. Ad Valorem Tax Appraisal
3. Review Appraisal
4. Appraisal Analysis
5. Real Estate Counseling
6. Highest and Best Use Analysis
7. Feasibility Analysis
8. Setting Forth of Opinions of Value of Real Property for Tax Purposes as an Employee of a County Assessor's or Board of Equalization
9. Assistance in Preparation of Appraisals
10. Real Estate Valuation Experience as a Real Estate Lending Officer or Real Estate Broker but Only to the Extent that the Experience is Directly Related to the Actual Performance or Professional Review of Real Estate Appraisals

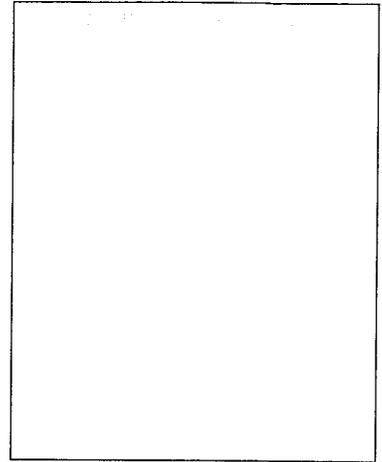
PROPERTY CLASSIFICATIONS

- CB Commercial Building
- CL Commercial & Office Land
- FL Farm/Forest land
- FR Farm/Forest Land with Residential and/or Farm-Use Equipment
- IB Industrial Warehouse & Manufacturing Building
- IL Industrial and "Business Campus" Land
- MFS Multi-Family Small 2-4 Units
- MFL Multi-Family Large 5 or More Units
- ML Multi-Family Land
- OB Office Buildings and Plazas, Including Medical
- RL Residential (Single-Family) Land, Including Any Subdivision Potential and Multiple Lot Sales
- SFR Single Family Residential (1Family Unit)
- OT Other (Please Specify) _____



THE STATE
of **ALASKA**

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



State of Alaska
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
333 Willoughby Avenue, 9th Floor, Juneau, AK 99801
PO Box 110806, Juneau, AK 99811
Phone: (907) 465-2550 • Fax: (907) 465-2974

CREDIT CARD PAYMENT

For security purposes please **do not email** credit card information. Fax or mail this form with the completed renewal to the Division. Completion of this form is not proof of payment until the Division processes the information. If any information on this form is illegible the form will be rejected.

Name of Applicant or Licensee: _____

Type of License: _____ 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 _____
- Fine _____
- Other (specify): _____

Total: _____ 0

Name (as shown on credit card): _____

Mailing Address: _____

Phone: _____ Email (optional): _____

Credit Card Type: VISA — or — Mastercard

➔ **Signature of Credit Card Holder:** _____

.....

VISA or Mastercard Number: _____ **Expiration Date:** _____

This section below the dotted line will be destroyed upon processing of the payment.



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APPLICATION FOR RESIDENTIAL REAL ESTATE APPRAISER

The Appraiser Qualification Board (aqb) has authority under Title XI of FIRREA to establish the minimum qualification criteria for state certification of real estate appraisers.

Certification by Examination / Trainee Transition

The following documents and fees must be on file with the Division before the Board will consider an application for a certificate by examination as a residential real estate appraiser;

1. **APPLICATION:** Completed, signed and notarized application (this Form 08-4164). An applicant with a "yes" answer to one or more professional conduct questions must submit a separate written, signed and dated explanation and provide copies of any supporting documents.
2. **FEES:**

Nonrefundable Application Fee	\$450
Initial Certification Fee	\$1050
Federal Registry Fee	\$80
TOTAL FEES DUE	\$1580

Make check or money order payable to the State of Alaska. You may pay by credit card by submitting Credit Card Payment Form 08-4438.

3. **EDUCATIONAL REQUIREMENT:** An applicant for certification as a residential real estate appraiser must hold a Bachelor's Degree and shall document satisfactory completion of 200 creditable classroom hours of instruction that meet the requirements in 12 AAC 70.140 with emphasis of residential properties, and specified in the following core curriculum, of which at least 100 hours must be completed within the five years immediately preceding the date of a complete application.
 - 1) basic appraisal principles, 30 hours
 - 2) basic appraisal procedures, 30 hours
 - 3) 15-hour national USPAP course or its equivalent, 15 hours;
 - 4) residential market analysis and the principle of the highest and best use of property, 15 hours
 - 5) residential appraiser site valuation and cost approach, 15 hours
 - 6) residential sales comparison and income approaches, 30 hours
 - 7) residential report writing and case studies, 15 hours
 - 8) statistics, modeling and finance, 15 hours
 - 9) advanced residential applications and case studies, 15 hours
 - 10) appraisal subject matter electives, 20 hours

Trainee registrants transitioning to a certified residential must document completion of 4-10 above.

For a course taken before January 1, 2003 15 of the classroom hours must cover the Uniform Standards of Professional Appraisal Practice (USPAP).

OR

For a course taken on or after January 1, 2003 the course must be the 15-hour National USPAP course taught by an Appraiser Qualification Board certified instructor.

(In order for a course or seminar to qualify for initial certification, the course or seminar must be a minimum of 15 classroom hours in duration and require successful completion of a final examination. Except as provided in 12 AAC 70.140(g) time spent on the final examination will be counted toward the minimum course duration or credited toward the total classroom hours of instruction required for certification (an assignment will not be counted toward the minimum hours required)).

4. **THREE WORK EXPERIENCE FORMS** (one provided, make additional copies) completed by a combination of three different individuals referenced in 12 AAC 70.110 verifying 2,500 hours of appraisal work obtained continuously over a period of not less than 24 months. An applicant may not receive credit for more than 1,250 hours of experience in real property appraisal in a 12-month period.

12 AAC 70.110 (b) The board will accept a work experience verification form only if it is notarized and has been completed by

- (1) a licensed construction contractor;
 - (2) a federal or state regulated lender;
 - (3) a present or former employer of the applicant;
 - (4) an officer of a state or federal agency; or
 - (5) an officer of a company that customarily uses the services of a real estate appraiser who has recent knowledge of the applicant's experience on that company's behalf.
5. **WORK VERIFICATION LOG** documenting appraisal work. **Please do not submit work products at time of application. The Board or Board Designee will select work products for review.**
6. **AUTHORIZATION FOR RELEASE OF RECORDS** (form provided)
7. **EXAMINATION RESULTS** as proof of successful completion of the Uniform State Residential Certification Examination endorsed by the Appraiser Qualifications Board of the Appraisal Foundation. The Alaska Board of Certified Real Estate Appraisers currently utilizes as its testing agent Pearson Education, Inc., which administers both the Certified Residential Appraiser test and the Certified General Appraiser test. For specific information regarding the examination, contact:

Pearson Vue
 3 Bala Plaza West, Suite 300
 Bala Cynwyd, PA 19004
 Telephone: 800-274-7488
 Website: pearsonvue.com

CERTIFICATION BY ENDORSEMENT

The following items must be on file before the Board will consider an application for a certificate by endorsement;

1. **APPLICATION:** Completed, signed and notarized application (this Form 08-4164). An applicant with a "yes" answer to one or more professional conduct questions must submit a separate written, signed and dated explanation and provide copies of any supporting documents.
2. **FEES:**

Nonrefundable Application Fee	\$450
Initial Certification Fee	\$1050
Federal Registry Fee	\$80
TOTAL FEES DUE	\$1580

Make check or money order payable to the State of Alaska. You may pay by credit card by submitting Credit Card Payment Form 08-4438.
3. **CONTINUING EDUCATION** proof of 42 hours of continuing education in real estate appraisal that contributes directly to a certified real estate appraiser's knowledge of current theories, practices, and techniques of real estate analysis and appraisal that was obtained within the three years immediately before the date of a complete application.
4. **EXAMINATION** copy of examination results as proof of successful completion of the Uniform State Residential Certification Examination endorsed by the Appraiser Qualifications Board of the Appraisal Foundation.
5. **CERTIFICATION/LICENSE VERIFICATION** sent directly from each state or other licensing jurisdiction in which the applicant holds or has held a real estate appraiser certificate or license. (08-4164b):
 - a. The State from which the applicant is endorsing must have certification requirements substantially equivalent to Alaska's requirements, i.e., 200 creditable classroom hours of education, 2,500 hours of work experience and successful completion of an approved examination.
 - b. The verification must confirm that the applicant is not the subject of an unresolved complaint or disciplinary action before an authority regulating real estate appraisers or a professional real estate appraisers' association.
6. **AUTHORIZATION FOR RELEASE OF RECORDS** (provided).

CERTIFICATION BY RECIPROCITY

The following documents and fees must be on file with the Division before the Board will consider an application for a certificate by reciprocity as a residential real estate appraiser;

1. **APPLICATION:** Completed, signed and notarized application (this Form 08-4164). An applicant with a "yes" answer to one or more professional conduct questions must submit a separate written, signed and dated explanation and provide copies of any supporting documents.

2. **FEES:**

Nonrefundable Application Fee	\$450
Initial Certification Fee	\$1050
Federal Registry Fee	\$80
TOTAL FEES DUE	\$1580

Make check or money order payable to the State of Alaska. You may pay by credit card by submitting Credit Card Payment Form 08-4438.

3. **CERTIFICATION/LICENSE REQUIREMENTS:** An applicant for certification as a residential real estate appraiser by reciprocity must hold a valid certificate or license from a state whose requirements for real estate appraiser certification meets or exceeds those required in AS 08.87.110(c) and 12 AAC 70.106.
4. **CERTIFICATION/LICENSE VERIFICATION** sent directly from each state or other licensing jurisdiction in which the applicant holds or has held a real estate appraiser certificate or license. (08-4164):
 - a. The State from which the applicant is endorsing must have certification requirements substantially equivalent to Alaska's requirements, i.e., 200 creditable classroom hours of education, 2,500 hours of work experience and successful completion of an approved examination.
 - b. The verification must confirm that the applicant is not the subject of an unresolved complaint or disciplinary action before an authority regulating real estate appraisers or a professional real estate appraisers' association.
4. **AUTHORIZATION FOR RELEASE OF RECORDS** (provided).

! General Information

APPLICATION PROCESSING:

The amount of time it takes to process the application varies, depending on when all complete and correct documents and fees are received by the division. If the application is incomplete, the applicant will be notified of incomplete and/or incorrect documents and fees. When the application is complete and correct, all supporting documents have been received, and all fees have been paid, a license will be issued and sent to you with an accompanying cover letter with further information about Alaska statutory requirements. If the application is not approved for licensure, a written explanation of the basis of that denial and information on how to appeal the decision will be provided.

CERTIFICATE TERM:

Certificates are issued for a two-year period. However, all residential real estate certificates expire on June 30 of odd-numbered years, regardless of the date of issuance, except certificates or 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 30 days before the certificate expiration to the last known address of record.

FINGERPRINTING:

For programs requiring fingerprinting please be advised that processing is performed by the Department of Public Safety and they require about two months for processing, so plan accordingly.

"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 question in the application be sure to submit an explanation and documentation.

DENIAL OF APPLICATION:

Please be aware that the denial of an application of licensure may be reported to any person, professional licensing board, federal, state, or local governmental agency, or other entity making a relevant inquiry or as may be required by law.

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:

AS 08.01.060 and 08.01.100 require that a U.S. Social Security Number be on file with the division before a professional license is issued or renewed for an individual. If you do not have a U.S. Social Security Number, please complete the Request for Exception from Social Security Number Requirement form located at ProfessionalLicense.Alaska.gov or contact the division for a copy of the form.

SPECIAL ACCOMMODATIONS FOR EXAMINATION:

Programs under the jurisdiction of the Division of Corporations, Business and Professional Licensing are administered in accordance with the Americans with Disabilities Act. If you require a special accommodation when taking the licensing examination you must submit an *Application for Examination Accommodations for Candidates with Disabilities form* (08-4214).

PUBLIC INFORMATION:

Please be aware that all information on the initial 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.

ABANDONMENT:

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, however the application fee will not be refunded. If no request for refund is received within that time frame, no refund will be issued.

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.

BUSINESS LICENSES:

Renewal applications for business licenses are mailed separately. For more information about business licenses, call (907) 465-2550 or online at BusinessLicense.Alaska.gov

STATUTES AND REGULATIONS:

The complete set of statutes and regulations for this program is available on the division's website at ProfessionalLicense.Alaska.gov. If you are unable to download the statutes and regulations, please contact the division and request a copy by mail.

NOTIFICATION OF PROPOSED REGULATION CHANGES

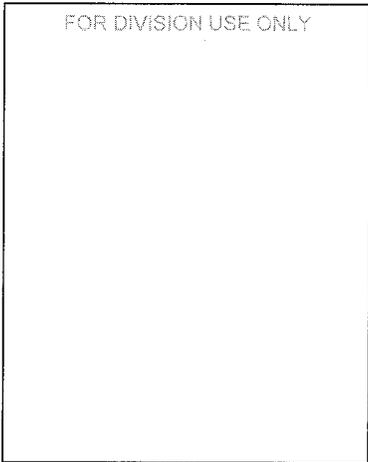
If you would like to receive notice of all proposed regulations changes for your program please send a request in writing with your name, preferred contact method (mail or e-mail) and the program you want to be updated on to:

REGULATIONS SPECIALIST
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
P.O. Box 110806
Juneau, Alaska 99811-0806



THE STATE of ALASKA

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



State of Alaska
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
333 Willoughby Avenue, 9th Floor, Juneau, AK 99801
PO Box 110806, Juneau, AK 99811
Phone: (907) 465-2550 • Fax: (907) 465-2974

CREDIT CARD PAYMENT

For security purposes please do not email credit card information. Fax or mail this form with the completed renewal to the Division. Completion of this form is not proof of payment until the Division processes the information. If any information on this form is illegible the form will be rejected.

Name of Applicant or Licensee: _____

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

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

- Application Fee
License (or renewal) Fee
Fine
Other (specify): _____

Table with 2 columns: Amount, Total. Includes a 0 in the Total cell.

Name (as shown on credit card): _____

Mailing Address: _____

Phone: _____ Email (optional): _____

Credit Card Type: [] VISA - or - [] Mastercard

Signature of Credit Card Holder: _____



VISA or Mastercard Number: _____ Expiration Date: _____

This section below the dotted line will be destroyed upon processing of the payment.



THE STATE
of **ALASKA**
Department of Commerce, Community and Economic Development
Division of Corporations, Business and Professional Licensing

APR

FOR DIVISION USE ONLY

Real Estate Appraisers Program
State Office Building, 333 Willoughby Avenue, 9th Floor
PO Box 110806, Juneau, AK 99811-0806
Phone: (907) 465-2550 • Fax: (907) 465-2974
Email: license@alaska.gov
Website: ProfessionalLicense.Alaska.Gov/RealEstateAppraisers

Residential Real Estate Appraiser Application

PART I Application Type and Payment of Fees	
Applying by:	<input type="checkbox"/> Endorsement <input type="checkbox"/> Reciprocity State of _____ <input type="checkbox"/> Examination / Trainee Transition
Fees Due:	<input type="checkbox"/> Nonrefundable Application Fee \$450 <input type="checkbox"/> Initial Certification Fee \$1050 <input type="checkbox"/> Federal Registry Fee (\$40 per year) \$80
Make checks payable to: State of Alaska or use the attached credit card payment form.	
TOTAL: \$1580	

PART II Personal Information	
Full Legal Name	Last _____ First _____ Middle _____
Other Names Used (nicknames or maiden names)	_____
Mailing Address	Address _____
	City _____ State _____ ZIP Code _____
Telephone	Work _____ Home _____
E-Mail Address	_____
Date of Birth	_____ Gender _____
SOCIAL SECURITY NUMBER: As required by state law, please provide your United States Social Security Number. It is considered CONFIDENTIAL information and is not for public disclosure; it may be used to verify inter-state licensure. (AS 08.01.100)	Social Security Number _____

PART III Professional Fitness Questions

A "Yes" answer may not prejudice your application, failure to answer honestly may. If you answered "Yes" to any of the below questions, please explain dates, locations and circumstances on a separate piece of paper. Also, submit any/all supporting documents that are applicable (court records, board actions, investigation notices, etc.).

1. Have you ever been convicted of a crime involving moral turpitude? Yes No

2. Have you ever had a real estate appraiser license/certification revoked, suspended, denied, surrendered, or otherwise acted upon in any state or jurisdiction? Yes No

3. Are you the subject of an unresolved complaint or disciplinary action before an authority regulating real estate appraisers or a professional real estate appraisers' association? Yes No

4. Have you committed, or had a lawsuit filed against you, while acting as a real estate appraiser, an act or omission involving dishonesty, fraud, or misrepresentation? Yes No

PART IV Notarized Signature

WARNING: The Division may deny, suspend, or revoke the certificate of a person who has obtained or attempted to obtain a certificate by fraud or deceit. The person may also be subject to criminal charges for perjury or unsworn falsification. (AS 11.56.200)

<div style="border: 1px dashed black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> <p>Notary Stamp</p> </div>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-top: 1px solid black; width: 70%; text-align: center;">Signature of Applicant</td> <td style="border-top: 1px solid black; width: 30%; text-align: center;">Date</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">SUBSCRIBED AND SWORN TO before me on this day</td> <td style="border-top: 1px solid black; text-align: center;">Date</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">Notary Public for the State of</td> <td style="border-top: 1px solid black; text-align: center;">My Commission Expires</td> </tr> </table>	Signature of Applicant	Date	SUBSCRIBED AND SWORN TO before me on this day	Date	Notary Public for the State of	My Commission Expires
Signature of Applicant	Date						
SUBSCRIBED AND SWORN TO before me on this day	Date						
Notary Public for the State of	My Commission Expires						

PART V License / Certificate History

Are you currently licensed or certified in another state?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
List all states or jurisdictions in which you are currently or ever have been licensed or certified:		
License / Certificate Number	State	Expiration Date
Exam Passed	Location	Date

PART VI Statutory Education Requirement

DEGREE REQUIREMENT 12 AAC 70.115(a)

Per 12 AAC 70.115(a), an applicant must hold a Bachelor's degree or higher.

School	Degree	Date Degree Receive

— AND —

An applicant for certification as a residential real estate appraiser shall document satisfactory completion of 200 creditable classroom hours of instruction that meet the requirements in 12 AAC 70.140 with emphasis of residential properties, and specified in the following core curriculum, of which at least 100 hours must be completed within the five years immediately preceding the date of a complete application.

Trainee registrants transitioning to a certified residential real estate appraiser must document completion of 4-10 below:

Required Courses	Course Sponsor	Course #	Date Completed	Hours Completed
1. Basic Appraisal Principles Hours Required: 30				
2. Basic Appraisal Procedures Hours Required: 30				
3. 15-Hour National USPAP Course or Equivalent Hours Required: 15				
4. Residential Market Analysis and the Principle of Highest and Best Use of Property Hours Required: 15				
5. Residential Appraiser Site Valuation and Cost Approach Hours Required: 30				
6. Residential Sales Comparison and Income Approaches Hours Required: 30				
7. Residential Report Writing and Case Studies Hours Required: 15				
8. Statistics, Modeling and Finance Hours Required: 15				
9. Advanced Residential Applications and Case Studies Hours Required: 15				
10. Appraisal Subject Matter Electives Hours Required: 20				

Are the required course completion certificates attached?

Yes

No



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

Real Estate Appraisers Program

State Office Building, 333 Willoughby Avenue, 9th Floor

PO Box 110806, Juneau, AK 99811-0806

Phone: (907) 465-2550 • Fax: (907) 465-2974

E-mail: license@alaska.gov

Website: ProfessionalLicense.Alaska.Gov/RealEstateAppraisers

PART VII Verification of Licensure / Certification

Name and Address of Applicant _____

TO STATE LICENSING BOARD: I, the applicant, am applying for a certification to practice as a Residential Real Estate Appraiser in the State of Alaska. The Alaska Real Estate Appraisers Program requires that this form be completed by each jurisdiction in which I hold or have held licenses/certificates. The state boards must complete the bottom section of this form and return it **directly to the above address**. The State of Alaska will also accept a standard computer verification that provides substantially the same information.

THIS PART TO BE COMPLETED BY THE LICENSING BOARD

Name of Licensee / Certificate Holder		Date of Birth:	
License / Certificate Number	Original Issue Date:	State:	
License / Certificate Type	<input type="checkbox"/> Date by Endorsement:	<input type="checkbox"/> Date by Examination:	
Exam Source (If applicable)	Date of Exam:		
Is the License / Certificate Current?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Lapse Date:	Expiration Date:
Is the applicant the subject of an unresolved complaint or ongoing disciplinary action?			* Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the applicant's license/certificate ever been suspended, revoked, voluntarily surrendered, placed on probation, or restricted in any other way?			* Yes <input type="checkbox"/> No <input type="checkbox"/>
* If yes, please provide a copy of the disciplinary action document.			
Comments (if any)			
BOARD SEAL (All verifications must have a board seal)		Sign and Date: _____	
		State Board and Title: _____	
		Email: _____	
		Contact Phone Number: _____	



THE STATE
of

ALASKA

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

Real Estate Appraisers Program

State Office Building, 333 Willoughby Avenue, 9th Floor

PO Box 110806, Juneau, AK 99811-0806

Phone: (907) 465-3811 • Fax: (907) 465-2974

E-mail: license@alaska.gov

Website: ProfessionalLicense.Alaska.Gov/RealEstateAppraisers

PART VIII Verification of Work Experience (For EXAMINATION Applicants Only)

Verification of 2,500 hours of appraisal experience obtained continuously over a period of not less than 24 months must be verified by a combination of at least three different individuals referenced below:

1) a licensed construction contractor; 2) a federal or state regulated lender; 3) a present or former employer of the applicant; 4) an officer of a state or federal agency; 5) or an officer of a company that customarily uses the services of a real estate appraiser who has recent knowledge of the applicant's experience on that company's behalf.

If an applicant cannot, for good cause, provide work experience forms from at least three different individuals, the board may, consider and approve other kinds of work experience verification.

An applicant may not receive credit for more than 1,250 hours of experience in real property appraisal in a 12-month period.

Printed Name

Title

Representing

I certify to my knowledge that:

(Name of Applicant) _____ has at least 2,500 hours of experience in real property appraisal obtained continuously over a period of not less than 24 months.

I am/was associated with the applicant from _____ Mo/Yr to _____ Mo/Yr

in the capacity of _____

Notary Stamp

Signature

Mailing Address

Telephone Number

SUBSCRIBED AND SWORN TO before me on this day

Notary Public for the State of

My Commission Expires



THE STATE
of

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

Real Estate Appraisers Program

State Office Building, 333 Willoughby Avenue, 9th Floor

PO Box 110806, Juneau, AK 99811-0806

Phone: (907) 465-2550 • Fax: (907) 465-2974

Email: license@alaska.gov

Website: ProfessionalLicense.Alaska.Gov/RealEstateAppraisers

PART IX Authorization for Release of Records

To Whom It May Concern:

I, _____
First Name Middle Name Last Name

residing at _____
Address City State ZIP Code

authorize the Alaska Division of Corporations, Business and Professional Licensing and its investigators to examine my medical, dental, employment, and education records, and any records pertaining to litigation, suits, judgments and/or settlements, and any law enforcement records pertaining to me and discuss them with persons having possession of them. I also expressly permit and authorize the release of any and all such records pertaining to me to the Alaska Division of Corporations, Business and Professional Licensing and its investigators.

I authorize the division to discuss my records with persons or organizations which are considered appropriate by the Division in connection with an official investigation and to provide copies of my records to those persons or organizations considered appropriate by the division.

This release also applies to any documents or records which contain information pertaining to psychiatric, drug or alcohol evaluation, diagnosis, or treatment received by me and which were prepared or made in conjunction with, or under the authority or guidance of any local, state, or federal law which relates to psychiatric, drug or alcohol evaluation, diagnosis or treatment.

I request that upon presentation of this release, or a certified true copy of it, that you provide copies of those records to the Division and/or its investigators, and/or representatives of the Office of the Attorney General of the State of Alaska.

This authorization is given expressly in connection with my application for issuance of a certificate as a real estate appraiser. This authorization expires one year from the date of my signature below.

Signature: _____ Date: _____

Home Telephone: _____ Work Telephone: _____

Code Page – residential real estate appraiser work verification log

Please use the following guide when completing the work verification log. The purpose of this log is for the board to determine the diversity and complexity of work experience and to verify the appropriate number of work hours.

- (A) Report Date: The month and year the appraisal report was completed.
- (B) Subject Property Address: This is the common name/location of the property, i.e., George's Office Tower, Anchorage, Alaska. Please be very clear so the board can understand the property being appraised.
- (C) Report Type: Please check appropriate format for report, i.e., narrative, letter, form appraisal, or other. If the other column is checked, please attach an explanation as to the format used.
- (D) Property Classification: Below are 13 general property classifications, indicate the one which most closely approximates the appraisal assignment.
- (E) Client Named in Report
- (F) Value Opinion: Check the appropriate column range as follows: \$1 to \$250,000; \$250,000 to \$500,000; or over \$500,000.
- (G) Description of Work Performed: Work performed by trainee or applicant. Scope of review performed by supervising appraiser; and level of supervision performed by the supervising appraiser.
- (H) Approaches to Value: Check the appropriate columns if full approaches to value were utilized in the report.
- (I) Appraiser: Indicate whether you were sole signer, co-signer, or did not sign the report.
- (J) Supervisor State Certification Number: Number of the supervising appraiser if applicable.
- (K) Experience Category: A numeric answer regarding the following 10 experience categories.
- (L) Work Hours: Indicate total number of hours spent on research, analysis, and preparation of report. Do not include hours which someone else spent.

EXPERIENCE CATEGORY

1. Fee and Staff Appraisal
2. Ad Valorem Tax Appraisal
3. Review Appraisal
4. Appraisal Analysis
5. Real Estate Counseling
6. Highest and Best Use Analysis
7. Feasibility Analysis
8. Setting Forth of Opinions of Value of Real Property for Tax Purposes as an Employee of a County Assessor's or Board of Equalization
9. Assistance in Preparation of Appraisals
10. Real Estate Valuation Experience as a Real Estate Lending Officer or Real Estate Broker but Only to the Extent that the Experience is Directly Related to the Actual Performance or Professional Review of Real Estate Appraisals

PROPERTY CLASSIFICATIONS

- CB Commercial Building
- CL Commercial & Office Land
- FL Farm/Forest land
- FR Farm/Forest Land with Residential and/or Farm-Use Equipment
- IB Industrial Warehouse & Manufacturing Building
- IL Industrial and "Business Campus" Land
- MFS Multi-Family Small 2-4 Units
- MFL Multi-Family Large 5 or More Units
- ML Multi-Family Land
- OB Office Buildings and Plazas, Including Medical
- RL Residential (Single-Family) Land, Including Any Subdivision Potential and Multiple Lot Sales
- SFR Single Family Residential (1Family Unit)
- OT Other (Please Specify) _____



THE STATE
of **ALASKA** *Department of Commerce, Community, and Economic Development*
Division of Corporations, Business and Professional Licensing

Board of Certified Real Estate Appraisers
State Office Building, 333 Willoughby Avenue, 9th Floor
PO Box 110806, Juneau, AK 99811-0806
Phone: (907) 465-2550 • Email: license@alaska.gov
Website: ProfessionalLicense.Alaska.Gov/RealEstateAppraisers

INSTITUTIONAL REAL ESTATE APPRAISER APPLICATION

Effective September 4, 1994, the statute requirements changed to be in compliance with Title XI of the Financial Institutions Reform, Recovery and Enforcement Act of 1989 (FIRREA).

The Appraiser Qualification Board (AQB) has authority under Title XI of FIRREA to establish the minimum qualification criteria for state certification of real estate appraisers.

CERTIFICATION BY EXAMINATION

The following items must be on file before the Board will consider an application for a certificate by examination:

1. Completed, signed and notarized application (08-4233).
2. Payment of the required fees: Nonrefundable application fee of \$450.00; Certification fee of \$1050.00; and Federal Registry fee of \$80.00 (\$40.00 per calendar year).
3. Official transcripts, notarized copies of certificates of completion, or other evidence of course completion acceptable to the board, that verify classroom hours of education required in 12 AAC 70.115 (see below).

An applicant for certification as institutional real estate appraiser shall document satisfactory completion of 300 classroom hours of instruction that meet the requirements in 12 AAC 70.140 with emphasis on appraisal of nonresidential properties, and including the following conditions:

- (a) 15 of the classroom hours must for a course taken before January 1, 2003, cover the Uniform Standards Professional Appraisal Practice or for a course taken on or after January 1, 2003, the 15 hour National USPAP Course taught by an Appraiser Qualification Board Certified instructor; and
 - (b) at least 150 of the 300 classroom hours must be completed within the five years immediately preceding the date of a complete application.
4. Documentation of full-time employment with a financial institution with offices in this state.
 5. Documentation of having passed the general real estate appraiser examination.
 6. Complete Authorization for Release of Records form.

! General Information

APPLICATION REVIEW

The Board meets at least once a year and will review applications at the Board meeting. To be scheduled for a review, an application (and all supporting documents) must be complete and filed with the division at least 15 days before the scheduled date of a Board meeting (12 AAC 70.150). Contact the division for meeting dates.

The board also reviews complete applications between Board meetings via "mail ballot" voting process.

"YES" RESPONSES

A "Yes" response in the application does not 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.

HOW CAN YOU HELP?

1. Apply far enough in advance to allow for application processing.
2. If you are concerned about your application being received in our office, mail it certified, return receipt.
3. Send any necessary verification forms out via overnight mail to the appropriate organization and include a return overnight mail envelope addressed to the licensing examiner for the organization's use. This may help them to respond quickly.
4. Insure that the application is complete when you submit it and provide any necessary explanations with the application. Print legibly or type your application.
5. Provide complete explanations for any "Yes" responses; it saves time if we don't have to request such information.

RENEWAL INFORMATION

A certificate for institutional real estate appraiser terminates when the person certified leaves the full-time employment of the financial institution with offices in the state. All certificates expire on June 30 of odd-numbered years, regardless of when issued, except certificates issued with 90 days of the expiration date which are issued through the next biennium.

ADDRESS CHANGE

In accordance with 12 AAC 02.900, a person must notify the division in writing of a change of address.

SOCIAL SECURITY NUMBERS

Alaska Statute 08.01.060(b) requires an applicant for an occupational license to provide a United States Social Security Number. Applicants who do not have a social security number must complete the Request for Exception from Social Security Number Requirement form located on the division's website at:

ProfessionalLicense.Alaska.gov

PUBLIC INFORMATION

Please be aware that all information on the initial 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.

PAYMENT OF CHILD SUPPORT AND STUDENT LOAN

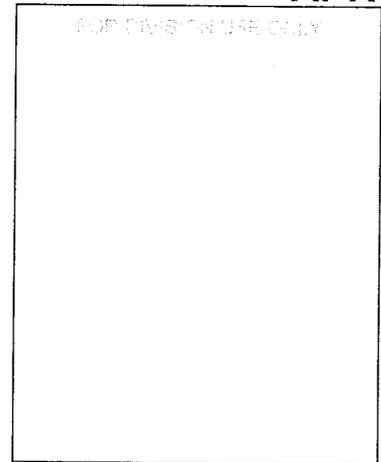
If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, or if the Alaska Commission on Postsecondary Education has determined you are in loan default, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services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



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APR



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Phone: (907) 465-2550 • Fax: (907) 465-2974
Email: license@alaska.gov
Website: ProfessionalLicense.Alaska.Gov/RealEstateAppraisers

Institutional Real Estate Appraiser Application

PART I Payment of Fees

Check Appropriate Box	<input type="checkbox"/> Nonrefundable Application Fee	\$450
	<input type="checkbox"/> Federal Registration Fee	\$80
	<input type="checkbox"/> Initial Certification Fee	\$1050
Make checks payable to: State of Alaska or use the attached credit card payment form.		TOTAL: \$1580

PART II Personal Information

Full Legal Name	Last	First	Middle
Other Names Used (nicknames or maiden names)			
Legal Name Changes (Document Changes)			
Mailing Address	Address		
	City	State	ZIP Code
Residence Address	Address		
	City	State	ZIP Code
Telephone	Work		Home
E-Mail Address			Date of Birth
SOCIAL SECURITY NUMBER: As required by state law, please provide your United States Social Security Number. It is considered CONFIDENTIAL information and is not for public disclosure; it may be used to verify inter-state licensure. (AS 08.01.100)			Social Security Number

PART III Personal Fitness Questions

A "Yes" answer may not prejudice your application, failure to answer honestly may. If you answered "Yes" to any of the below questions, please explain dates, locations and circumstances on a separate piece of paper. Also, submit any/all supporting documents that are applicable (court records, board actions, investigation notices, etc.).

1. Have you ever been convicted of a crime involving moral turpitude?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Have you ever had a real estate appraiser license/certification revoked, suspended, denied, surrendered, or otherwise acted upon in any state or jurisdiction?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Are you the subject of an unresolved complaint or disciplinary action before an authority regulating real estate appraisers or a professional real estate appraisers' association?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Have you committed, or had a lawsuit filed against you, while acting as a real estate appraiser, an act or omission involving dishonesty, fraud, or misrepresentation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

PART IV Certification History

Have you ever been certified?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, when?		
If yes, where?		
If yes, certificate number:		
Exam Passed:	Place	Date
An institutional appraiser must pass the "general" real estate appraiser examination, approved by the board.		

PART V Statutory Education Requirement

An applicant for certification as institutional real estate appraiser shall document satisfactory completion of 180 classroom hours of instruction that meet the requirements in 12 AAC 70.140 with emphasis on appraisal of nonresidential properties, and including the following conditions: (1) 15 of the classroom hours must be for completion of the 15-hour National USPAP Course taught by an Appraiser Qualification Board certified instructor; and (2) at least 90 of the 180 classroom hours must be completed within the five years immediately preceding the date of a complete application. Evidence of completion must be in the form of official transcripts, notarized copies of course completion, or other evidence acceptable to the board.

I have successfully completed the following real estate appraisal courses approved by any member organization of the Appraisal Foundation or regionally accredited junior college, college, or university. Use separate sheet, if necessary.

Course Title	Course Sponsor	Date Completed	Total Hours

Are the required course completion certificates attached?

Yes

No

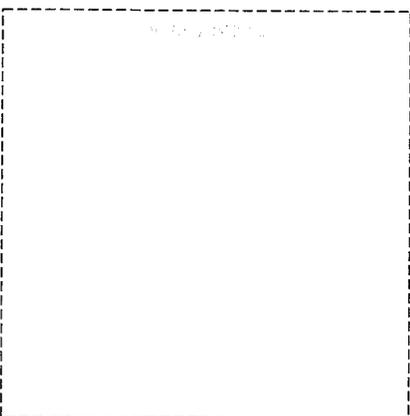
PART VI Notarized Signature

Subject to the penalties of perjury, as defined in AS 11.56.200, I the applicant herein, state that all facts, statements, and answers contained in this application are true and correct. I am not omitting any information which might be of value to this board in determining any qualifications and character, whether it is called for or not, and I agree that any falsification, omission, or withholding of information of facts concerning my qualification as an applicant shall be sufficient to bar me from this or any future examination of my application by the Alaska board and such falsifications, omissions, or withholding shall service as sufficient grounds for the suspension, cancellation, or revocation of my appraiser certificate even though it is not discovered until after issuance.

I hereby give my permission to the Board of Certified Real Estate Appraisers to secure additional information concerning me or any statement in this application from any person or any source the board may desire. I further agree to submit to questioning by the board or any member thereof, and to substantiate any statements if desired by the board.

I have read the Alaska Certified Real Estate Appraiser Practice Act. I solemnly declare upon my honor that if granted a certificate to practice in Alaska, I will respectfully comply with any law governing the practice of appraisers in this state, and will do my best to uphold and maintain the ethics of the profession.

I further understand that per AS 08.87.110(e), a person certified as an institutional real estate appraiser may not perform real estate appraisal services for the general public or for a fee other than the salary the person receives as a full-time employee of a financial institution with offices in the State of Alaska.



Signature of Applicant

Date

SUBSCRIBED AND SWORN TO before me on this day

Date

Notary Public for the State of: _____

My Commission Expires: _____



THE STATE
of

ALASKA

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

Real Estate Appraisers Program

State Office Building, 333 Willoughby Avenue, 9th Floor

PO Box 110806, Juneau, AK 99811-0806

Phone: (907) 465-3811 • Fax: (907) 465-2974

E-mail: license@alaska.gov

Website: ProfessionalLicense.Alaska.Gov/RealEstateAppraisers

PART VII Authorization for Release of Records

To Whom It May Concern:

I, _____
First Name Middle Name Last Name

residing at _____
Address City State ZIP Code

authorize the Alaska Division of Corporations, Business and Professional Licensing and its investigators to examine my appraisal employment, educational records, and records pertaining to litigation, judgements, suits and/or settlements, and any law enforcement records pertaining to me and discuss them with persons having possession of them. I also expressly permit and authorize the release of all such records pertaining to me to the Alaska Division of Occupational Licensing and its investigators.

I request that upon presentation of this release, or a true copy, that you provide copies of those records to the division and its investigators.

I authorize the division to discuss my records with persons or organizations which are considered appropriate by the division in connection with an official investigation, and to provide copies of my records to those persons or organization if appropriate.

This authorization is given expressly in connection with my application (initial, renewal, reactivation) for Alaska Appraisal Certificate.

I hereby release you, your organization, the Alaska Department of Commerce, Community, and Economic Development, Division of Occupational Licensing and its investigators, and all others directly or indirectly involved in this matter from any liability or damage which may result from furnishing the information requested.

This authorization expires one year from the date of my signature.

Signature: _____ Date: _____

Date of Birth: _____ Social Security Number: _____

Home Telephone: _____ Work Telephone: _____



THE STATE
of

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

Real Estate Appraisers Program

State Office Building, 333 Willoughby Avenue, 9th Floor
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Phone: (907) 465-3811 • Fax: (907) 465-2974

E-mail: license@alaska.gov

Website: ProfessionalLicense.Alaska.Gov/RealEstateAppraisers

PART VIII Notice of Employment

To be Completed by Applicant and Employing Financial Institution:

It is hereby acknowledged that _____
Applicant

will be directly employed by _____
Name of Financial Institution

while performing appraisals in Alaska, during the effective period of this certificate. It is further acknowledged that it is the appraiser's responsibility to ensure that all appraisals performed meet state and federal laws applicable to real estate appraisals.

The certificate to practice as certified real estate appraiser terminates when the person certified leaves the full-time employment of a financial institution. By signature below, the applicant acknowledges his/her responsibility to notify the division when there is a change in employment status, i.e., change in employer, duties, etc.

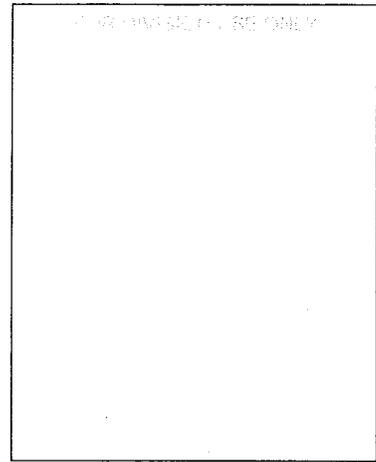
	Signature of Applicant
	Signature of Employer
	Name of Financial Institution
	SUBSCRIBED AND SWORN TO before me on this day _____ Date _____
	Notary Public for the State of _____ My Commission Expires _____



THE STATE of ALASKA

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

State of Alaska
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
333 Willoughby Avenue, 9th Floor, Juneau, AK 99801
PO Box 110806, Juneau, AK 99811
Phone: (907) 465-2550 • Fax: (907) 465-2974



CREDIT CARD PAYMENT

For security purposes please do not email credit card information. Fax or mail this form with the completed renewal to the Division. Completion of this form is not proof of payment until the Division processes the information. If any information on this form is illegible the form will be rejected.

Name of Applicant or Licensee: _____

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

Table with 2 columns: Description and Amount. Rows include Application Fee, License (or renewal) Fee, Fine, Other (specify), and Total.

Name (as shown on credit card): _____

Mailing Address: _____

Phone: _____ Email (optional): _____

Credit Card Type: [] VISA — or — [] Mastercard

Signature of Credit Card Holder: _____



VISA or Mastercard Number: _____ Expiration Date: _____

This section below the dotted line will be destroyed upon processing of the payment.



THE STATE
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Division of Corporations, Business and Professional Licensing

Real Estate Appraisers Program

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Phone: (907) 465-2550 • Fax: (907) 465-2974

Email: license@alaska.gov

Website: ProfessionalLicense.Alaska.Gov/RealEstateAppraisers

Courtesy License For Real Estate Appraisers

The following items must be on file before the Board will consider an application for a courtesy license:

1. Completed, signed and notarized application.
2. Payment of the required courtesy license fee of \$150.00.
3. Verification of Current Licensure/Certification from another state, in good standing.
4. An address for "Service of Process."
5. Completed Authorization for Release of Records form.

APPLICATION PROCESSING:

The amount of time it takes to process the application varies, depending on when all complete and correct documents and fees are received by the division. If the application is incomplete, the applicant will be notified of incomplete and/or incorrect documents and fees. When the application is complete and correct, all supporting documents have been received, and all fees have been paid, a license will be issued and sent to you with an accompanying cover letter with further information about Alaska statutory requirements. If the application is not approved for licensure, a written explanation of the basis of that denial and information on how to appeal the decision will be provided.

LICENSE TERM:

Licenses are issued for a two-year period. However, all real estate appraiser licenses expire on June 30 of odd-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 30 days before license expiration to the last known address of record.

FINGERPRINTING:

For programs requiring fingerprinting please be advised that processing is performed by the Department of Public Safety and they require about two months for processing, so plan accordingly.

"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 question in the application be sure to submit an explanation and documentation.

DENIAL OF APPLICATION:

Please be aware that the denial of an application of licensure may be reported to any person, professional licensing board, federal, state, or local governmental agency, or other entity making a relevant inquiry or as may be required by law.

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:

AS 08.01.060 and 08.01.100 require that a U.S. Social Security Number be on file with the division before a professional license is issued or renewed for an individual. If you do not have a U.S. Social Security Number, please complete the Request for Exception from Social Security Number Requirement form located at ProfessionalLicense.Alaska.gov or contact the division for a copy of the form.

PUBLIC INFORMATION:

Please be aware that all information on the initial 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.

ABANDONMENT:

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, however the application fee will not be refunded. If no request for refund is received within that time frame, no refund will be issued.

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.

BUSINESS LICENSES:

Renewal applications for business licenses are mailed separately. For more information about business licenses, call (907) 465-2550 or online at: BusinessLicense.Alaska.gov

STATUTES AND REGULATIONS:

The complete set of statutes and regulations for this program is available on the division's website at ProfessionalLicense.Alaska.gov. If you are unable to download the statutes and regulations, please contact the division and request a copy by mail.



THE STATE
of **ALASKA**

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

FOR DIVISION USE ONLY

State of Alaska
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
333 Willoughby Avenue, 9th Floor, Juneau, AK 99801
PO Box 110806, Juneau, AK 99811
Phone: (907) 465-2550 • Fax: (907) 465-2974

CREDIT CARD PAYMENT

For security purposes please **do not email** credit card information. Fax or mail this form with the completed renewal to the Division. Completion of this form is not proof of payment until the Division processes the information. If any information on this form is illegible the form will be rejected.

Name of Applicant or Licensee: _____

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

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

- Application Fee
- License (or renewal) Fee
- Fine
- Other (specify): _____

Amount

Total: _____
0

Name (as shown on credit card): _____

Mailing Address: _____

Phone: _____ Email (optional): _____

Credit Card Type: VISA — or — Mastercard

➔ **Signature of Credit Card Holder:** _____

.....

VISA or Mastercard Number: _____ **Expiration Date:** _____

This section below the dotted line will be destroyed upon processing of the payment.



THE STATE
of **ALASKA**
Department of Commerce, Community and Economic Development
Division of Corporations, Business and Professional Licensing

APR

FOR DIVISION USE ONLY

Real Estate Appraisers Program
State Office Building, 333 Willoughby Avenue, 9th Floor
PO Box 110806, Juneau, AK 99811-0806
Phone: (907) 465-2550 • Fax: (907) 465-2974
Email: license@alaska.gov
Website: ProfessionalLicense.Alaska.Gov/RealEstateAppraisers

Real Estate Appraiser Courtesy License Application

PART I		Payment of Fees	
Fees Due:	<input type="checkbox"/> Courtesy License Fee		\$150
Make checks payable to: State of Alaska or use the attached credit card payment form.			TOTAL: \$150

PART II		Personal Information	
Full Legal Name	Last	First	Middle
	Address		
Mailing Address	Address		
	City	State	ZIP Code
Service of Process Address	Address		
	City	State	ZIP Code
Telephone	Work	Home	
E-Mail Address			
Date of Birth		Gender	
SOCIAL SECURITY NUMBER: As required by state law, please provide your United States Social Security Number. It is considered CONFIDENTIAL information and is not for public disclosure; it may be used to verify inter-state licensure. (AS 08.01.100)		Social Security Number	

PART III Professional Fitness Questions

A "Yes" answer may not prejudice your application, failure to answer honestly may. If you answered "Yes" to any of the below questions, please explain dates, locations and circumstances on a separate piece of paper. Also, submit any/all supporting documents that are applicable (court records, board actions, investigation notices, etc.).

1. Have you ever been convicted of a crime involving moral turpitude? Yes No

2. Have you ever had a real estate appraiser license/certification revoked, suspended, denied, surrendered, or otherwise acted upon in any state or jurisdiction? Yes No

3. Are you the subject of an unresolved complaint or disciplinary action before an authority regulating real estate appraisers or a professional real estate appraisers' association? Yes No

4. Have you committed, or had a lawsuit filed against you, while acting as a real estate appraiser, an act or omission involving dishonesty, fraud, or misrepresentation? Yes No

PART IV License / Certificate History

All states or jurisdictions in which you are currently or ever have been licensed/certified must be reflected below. List state, license/certification number, date of issuance, status, and years of practice in each state. Attach an additional sheet if needed. Omissions constitute an incomplete application and will delay processing.

Jurisdiction or State	How Licensed (exam, reciprocal, other)	License or Certification Numbers	Status (active, lapsed)	Issue Date	Years of Practice

PART V Property Description

Legal description of real estate to be appraised. You may include one or more properties. (AS 08.87.900(3))

Within 30 days of completion of your Alaska assignment you must submit a copy of the final appraisal report to the Board.

PART VI Notarized Signature

I certify that the information in this application is true and correct to the best of my knowledge. The Division may deny, suspend or revoke the license of a person who has obtained or attempted to obtain a license by fraud or deceit. The person may also be subject to criminal charges for perjury or unsworn falsification. (AS 11.56.210)

Notary Stamp	Signature of Applicant:	Name of Applicant:
	Notary Public for the State of:	My Commission Expires:
	SUBSCRIBED AND SWORN TO before me on this day:	



THE STATE
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ALASKA

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Division of Corporations, Business and Professional Licensing

Real Estate Appraisers Program

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Phone: (907) 465-2550 • Fax: (907) 465-2974

E-mail: license@alaska.gov

Website: ProfessionalLicense.Alaska.Gov/RealEstateAppraisers

PART VII Verification of Licensure / Certification

Name and Address of Applicant _____

TO STATE LICENSING BOARD: I, the applicant, am applying for a certification to practice as a Real Estate Appraiser in the State of Alaska. The Alaska Real Estate Appraisers Program requires that this form be completed by each jurisdiction in which I hold or have held licenses/certificates. The state boards must complete the bottom section of this form and return it **directly to the above address**. The State of Alaska will also accept a standard computer verification that provides substantially the same information.

THIS PART TO BE COMPLETED BY THE LICENSING BOARD

Name of Licensee / Certificate Holder		Date of Birth:	
License / Certificate Number	Original Issue Date:	State:	
License Type	<input type="checkbox"/> Date by Endorsement:	<input type="checkbox"/> Date by Examination:	
Exam Source (If applicable)	Date of Exam:		
Is the License / Certificate Current?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Lapse Date:	Expiration Date:
Is the applicant the subject of an unresolved complaint or ongoing disciplinary action?			* Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the applicant's license/certificate ever been suspended, revoked, voluntarily surrendered, placed on probation, or restricted in any other way?			* Yes <input type="checkbox"/> No <input type="checkbox"/>
* If yes, please provide a copy of the disciplinary action document.			
Comments (if any)			
BOARD SEAL (All verifications must have a board seal)		Sign and Date: _____	
		State Board and Title: _____	
		Email: _____	
		Contact Phone Number: _____	



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

Real Estate Appraisers Program

State Office Building, 333 Willoughby Avenue, 9th Floor

PO Box 110806, Juneau, AK 99811-0806

Phone: (907) 465-2550 • Fax: (907) 465-2974

Email: license@alaska.gov

Website: ProfessionalLicense.Alaska.Gov/RealEstateAppraisers

PART VIII Authorization for Release of Records

To Whom It May Concern:

I, _____
First Name Middle Name Last Name

residing at _____
Address City State ZIP Code

authorize the Alaska Division of Corporations, Business and Professional Licensing and its investigators to examine my medical, dental, employment, and education records, and any records pertaining to litigation, suits, judgments and/or settlements, and any law enforcement records pertaining to me and discuss them with persons having possession of them. I also expressly permit and authorize the release of any and all such records pertaining to me to the Alaska Division of Corporations, Business and Professional Licensing and its investigators.

I authorize the division to discuss my records with persons or organizations which are considered appropriate by the Division in connection with an official investigation and to provide copies of my records to those persons or organizations considered appropriate by the division.

This release also applies to any documents or records which contain information pertaining to psychiatric, drug or alcohol evaluation, diagnosis, or treatment received by me and which were prepared or made in conjunction with, or under the authority or guidance of any local, state, or federal law which relates to psychiatric, drug or alcohol evaluation, diagnosis or treatment.

I request that upon presentation of this release, or a certified true copy of it, that you provide copies of those records to the Division and/or its investigators, and/or representatives of the Office of the Attorney General of the State of Alaska.

This authorization is given expressly in connection with my application for issuance of a license as a behavior analyst. This authorization expires one year from the date of my signature below.

Signature: _____ Date: _____

Home Telephone: _____ Work Telephone: _____



THE STATE
of **ALASKA** *Department of Commerce, Community, and Economic Development*
Division of Corporations, Business and Professional Licensing

Board of Certified Real Estate Appraisers
State Office Building, 333 Willoughby Avenue, 9th Floor
PO Box 110806, Juneau, AK 99811-0806
Phone: (907) 465-2550 • Email: license@alaska.gov
Website: ProfessionalLicense.Alaska.Gov/RealEstateAppraisers

Real Estate Appraiser Trainee Registration Application

The following items must be on file before the board will review an application for a trainee registration:

1. Complete, signed and notarized application (08-4162).
2. Payment of the required fees: Nonrefundable Application fee \$450.00 and Registration fee \$450.00. Make check or money order payable to the State of Alaska.
3. Official transcripts notarized true copies of certificates of completion, or other evidence of course completion acceptable to the board, verifying 75 classroom hours of instruction. (See 12 AAC 70.125, and 12 AAC 70.140(a)). In order for a course or seminar to qualify for initial certification, the course or seminar must be a minimum of 15 classroom hours in duration and require successful completion of a final examination. Except as provided in 12 AAC 70.140(g) time spent on the final examination will be counted toward the minimum course duration or credited toward the total classroom hours of instruction required for certification or registration (an assignment will not be counted toward the minimum hours required).
 - 1) Basic Appraisal Principles, 30 hours
 - 2) Basic Appraisal Procedures, 30 hours
 - 3) National USPAP Course, 15 hours
4. Proof of employment by a certified real estate appraiser (see AS 08.87.310).
5. Complete Authorization for Release of Records form.

GENERAL INFORMATION

APPLICATION REVIEW

The board meets twice a year and will review applications at the board meeting. To be scheduled for a review, an application (and all supporting documents) must be complete and postmarked to the division at least 15 days before the scheduled date of a board meeting (12 AAC 70.150). Contact the division for meeting dates. The board also reviews complete applications between board meetings via "mail ballot" voting process.

"YES" RESPONSES

A "Yes" response in the application does not mean your application will be denied. If you have responded "Yes" to any question in the application, be sure to submit an explanation and copies of court documentation, (e.g., court judgement, etc.).

RENEWAL INFORMATION

All certificates expire on June 30 of odd-numbered years, regardless of when issued, except new certificates issued within 90 days of the expiration date are issued through the next biennium.

ADDRESS CHANGE

In accordance with 12 AAC 02.900, a person must notify the division in writing of a change of address. We will accept a fax, e-mail, or written notice that comes directly from the licensee or applicant. We will not accept a telephone call for a change of address. A change of address form may be obtained from the division's website at ProfessionalLicense.Alaska.gov or contact the division office for the form.

SOCIAL SECURITY NUMBERS

Alaska Statute 08.01.060(b) requires an applicant for an occupational license to provide a United States Social Security Number. Applicants who do not have a social security number must complete the Request for Exception from Social Security Number Requirement form located on the division's website at ProfessionalLicense.Alaska.gov or contact the division office for the form.

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.

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.

Code Page – residential real estate appraiser work verification log

Please use the following guide when completing the work verification log. The purpose of this log is for the board to determine the diversity and complexity of work experience and to verify the appropriate number of work hours.

- (A) Report Date: The month and year the appraisal report was completed.
- (B) Subject Property Address: This is the common name/location of the property, i.e., George's Office Tower, Anchorage, Alaska. Please be very clear so the board can understand the property being appraised.
- (C) Report Type: Please check appropriate format for report, i.e., narrative, letter, form appraisal, or other. If the other column is checked, please attach an explanation as to the format used.
- (D) Property Classification: Below are 13 general property classifications, indicate the one which most closely approximates the appraisal assignment.
- (E) Client Named in Report
- (F) Value Opinion: Check the appropriate column range as follows: \$1 to \$250,000; \$250,000 to \$500,000; or over \$500,000.
- (G) Description of Work Performed: Work performed by trainee or applicant. Scope of review performed by supervising appraiser; and level of supervision performed by the supervising appraiser.
- (H) Approaches to Value: Check the appropriate columns if full approaches to value were utilized in the report.
- (I) Appraiser: Indicate whether you were sole signer, co-signer, or did not sign the report.
- (J) Supervisor State Certification Number: Number of the supervising appraiser if applicable.
- (K) Experience Category: A numeric answer regarding the following 10 experience categories.
- (L) Work Hours: Indicate total number of hours spent on research, analysis, and preparation of report. Do not include hours which someone else spent.

EXPERIENCE CATEGORY

1. Fee and Staff Appraisal
2. Ad Valorem Tax Appraisal
3. Review Appraisal
4. Appraisal Analysis
5. Real Estate Counseling
6. Highest and Best Use Analysis
7. Feasibility Analysis
8. Setting Forth of Opinions of Value of Real Property for Tax Purposes as an Employee of a County Assessor's or Board of Equalization
9. Assistance in Preparation of Appraisals
10. Real Estate Valuation Experience as a Real Estate Lending Officer or Real Estate Broker but Only to the Extent that the Experience is Directly Related to the Actual Performance or Professional Review of Real Estate Appraisals

PROPERTY CLASSIFICATIONS

- CB Commercial Building
- CL Commercial & Office Land
- FL Farm/Forest land
- FR Farm/Forest Land with Residential and/or Farm-Use Equipment
- IB Industrial Warehouse & Manufacturing Building
- IL Industrial and "Business Campus" Land
- MFS Multi-Family Small 2-4 Units
- MFL Multi-Family Large 5 or More Units
- ML Multi-Family Land
- OB Office Buildings and Plazas, Including Medical
- RL Residential (Single-Family) Land, Including Any Subdivision Potential and Multiple Lot Sales
- SFR Single Family Residential (1Family Unit)
- OT Other (Please Specify) _____



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

APR

FOR E-FILE USE ONLY

Real Estate Appraisers Program

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PO Box 110806, Juneau, AK 99811-0806

Phone: (907) 465-2550 • Fax: (907) 465-2974

Email: license@alaska.gov

Website: ProfessionalLicense.Alaska.Gov/RealEstateAppraisers

Real Estate Appraiser Certified Trainee Application

PART I Payment of Fees

Total Fees Due:	<input type="checkbox"/> Nonrefundable Application Fee	\$450
	<input type="checkbox"/> Registration Fee	\$450
Make checks payable to: State of Alaska or use the attached credit card payment form.		TOTAL: \$900

PART II Personal Information

Full Legal Name	Last	First	Middle
Other Names Used (nicknames or maiden names)			
Legal Name Changes (Document Changes)			
Mailing Address	Address		
	City	State	ZIP Code
Residence Address	Address		
	City	State	ZIP Code
Telephone	Work		Home
E-Mail Address			Date of Birth
<small>SOCIAL SECURITY NUMBER: As required by state law, please provide your United States Social Security Number. It is considered CONFIDENTIAL information and is not for public disclosure; it may be used to verify inter-state licensure. (AS 08.01.100)</small>			Social Security Number

PART III Personal Fitness Questions

A "Yes" answer may not prejudice your application, failure to answer honestly may. If you answered "Yes" to any of the below questions, please explain dates, locations and circumstances on a separate piece of paper. Also, submit any/all supporting documents that are applicable (court records, board actions, investigation notices, etc.).

1. Have you ever been convicted of a crime involving moral turpitude? Yes No

2. Have you ever had a real estate appraiser license/certification revoked, suspended, denied, surrendered, or otherwise acted upon in any state or jurisdiction? Yes No

3. Are you the subject of an unresolved complaint or disciplinary action before an authority regulating real estate appraisers or a professional real estate appraisers' association? Yes No

4. Have you committed, or had a lawsuit filed against you, while acting as a real estate appraiser, an act or omission involving dishonesty, fraud, or misrepresentation? Yes No

PART IV Supervisory Appraiser Information

Supervisory Appraiser's Name	Last	First	Middle
Certificate Information	Number	Type	Expiration
Mailing Address	Address		
	City	State	ZIP Code
Daytime Phone			
Registered Trainee Starting Date of Employment			
Employing Appraiser's Signature	Signature		Date

PART V Statutory Education Requirement

List successful completion of Real Estate Appraisal Courses approved by a member organization of the Appraisal Foundation or regionally accredited junior college, college, or university. Use separate sheet to list additional courses, if necessary. An applicant for registration as a real estate trainee shall submit verification of satisfactory completion of 75 classroom hours of instruction that meet the requirements of 12 AAC 70.125(a)(3), 12 AAC 70.125(d), and 12 AAC 70.140(a). In order for a course to qualify for initial certification, the course must be 15 hours long and include an examination. The final examination will be counted toward the minimum course duration or credited toward the total classroom hours of instruction.

Required Courses	Course Sponsor	Course #	Date Completed	Hours Completed
1. Basic Appraisal Principles Hours Required: 30				
2. Basic Appraisal Procedures Hours Required: 30				
3. 15-Hour National USPAP Course or Equivalent Hours Required: 15				
Are the required course completion certificates attached?			Yes <input type="checkbox"/>	No <input type="checkbox"/>

PART VI Statutory Appraiser/Trainee Appraiser Course Requirement

As required by the AQB, for a supervisor/trainee relationship beginning after January 1, 2015, both the supervisory appraiser and the trainee appraiser must complete a course oriented around the requirements and responsibilities of trainee appraisers and supervisory appraisers. In addition to filling out the below information, supervisors and trainees are required to submit documentation to verify completion of the aforementioned course.

Trainee:			
Date of Course	Title of Course	Provider	Hours

Supervisor:			
Date of Course	Title of Course	Provider	Hours

Are the required course completion certificates attached?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	------------------------------	-----------------------------

Work Log Experience:

Supervisory appraisers and trainee appraisers are also required to jointly maintain an appraisal experience log (included in this application). A completed log will contain the following information:

- 1) Type of property
- 2) Date of report
- 3) Address of appraised property
- 4) Description of work performed by the trainee appraiser and scope of the review and supervision of the supervisory appraiser
- 5) Number of actual work hours by the trainee appraiser on the assignment
- 6) The signature and state certification number of the supervisory appraiser. Separate appraisal logs shall be maintained for each supervisory appraiser, if applicable.

PART VII Notarized Signature

I certify that the information in this application is true and correct to the best of my knowledge. The Division may deny, suspend or revoke the license of a person who has obtained or attempted to obtain a license by fraud or deceit. The person may also be subject to criminal charges for perjury or unsworn falsification. (AS 11.56.210)

	Signature of Applicant:	Name of Applicant:
	Notary Public for the State of:	My Commission Expires:
	SUBSCRIBED AND SWORN TO before me on this day:	



THE STATE
of

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

Real Estate Appraisers Program

State Office Building, 333 Willoughby Avenue, 9th Floor

PO Box 110806, Juneau, AK 99811-0806

Phone: (907) 465-3811 • Fax: (907) 465-2974

E-mail: license@alaska.gov

Website: ProfessionalLicense.Alaska.Gov/RealEstateAppraisers

PART VIII Authorization for Release of Records

To Whom It May Concern:

I, _____
First Name Middle Name Last Name

residing at _____
Address City State ZIP Code

authorize the Alaska Division of Corporations, Business and Professional Licensing and its investigators to examine my appraisal employment, educational records, and records pertaining to litigation, judgements, suits and/or settlements, and any law enforcement records pertaining to me and discuss them with persons having possession of them. I also expressly permit and authorize the release of all such records pertaining to me to the Alaska Division of Occupational Licensing and its investigators.

I request that upon presentation of this release, or a true copy, that you provide copies of those records to the division and its investigators.

I authorize the division to discuss my records with persons or organizations which are considered appropriate by the division in connection with an official investigation, and to provide copies of my records to those persons or organization if appropriate.

This authorization is given expressly in connection with my application (initial, renewal, reactivation) for Alaska Appraisal Certificate.

I hereby release you, your organization, the Alaska Department of Commerce, Community, and Economic Development, Division of Occupational Licensing and its investigators, and all others directly or indirectly involved in this matter from any liability or damage which may result from furnishing the information requested.

This authorization expires one year from the date of my signature.

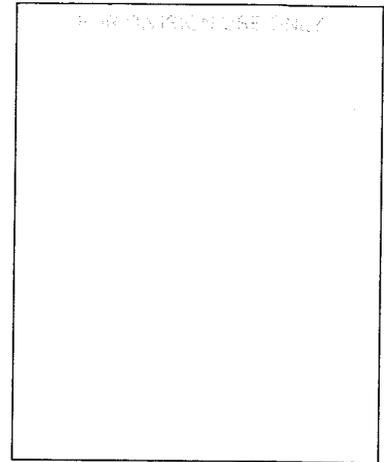
Signature: _____ Date: _____

Home Telephone: _____ Work Telephone: _____



THE STATE
of **ALASKA**

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



State of Alaska
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
333 Willoughby Avenue, 9th Floor, Juneau, AK 99801
PO Box 110806, Juneau, AK 99811
Phone: (907) 465-2550 • Fax: (907) 465-2974

CREDIT CARD PAYMENT

For security purposes please **do not email** credit card information. Fax or mail this form with the completed renewal to the Division. Completion of this form is not proof of payment until the Division processes the information. If any information on this form is illegible the form will be rejected.

Name of Applicant or Licensee: _____

Type of License: _____ 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
- Fine
- Other (specify): _____

Total: _____ **0**

Name (as shown on credit card): _____

Mailing Address: _____

Phone: _____ Email (optional): _____

Credit Card Type: VISA — or — Mastercard

➔ **Signature of Credit Card Holder:** _____



VISA or Mastercard Number: _____ **Expiration Date:** _____

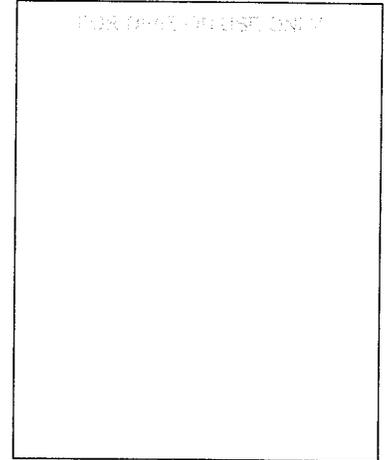
This section below the dotted line will be destroyed upon processing of the payment.



THE STATE
of **ALASKA**

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

APR



Real Estate Appraisers Program

State Office Building, 333 Willoughby Avenue, 9th Floor

PO Box 110806, Juneau, AK 99811-0806

Phone: (907) 465-2550 • Fax: (907) 465-2974

Email: license@alaska.gov

Website: ProfessionalLicense.Alaska.Gov/RealEstateAppraisers

Request for Adding Supervision

This form must be accompanied by the following two documents:

- a copy of the certificate or other verifying document indicating the supervisor has completed a supervisory appraiser/trainee appraiser course.
- a copy of the certificate or other verifying document indicating the trainee completed a supervisory appraiser/trainee appraiser course.

Full Name of Registered Trainee		Registered Trainee License Number	
Address	Address City State ZIP Code		

— — — — SUPERVISORY APPRAISER INFORMATION — — — —

Supervisory Appraiser's Name							
Certificate Number		Type		Issue Date		Expires	
Address	Address City State ZIP Code						
Phone Number				Registered Trainee Starting Date of Employment			

<div style="border: 1px dashed black; width: 150px; height: 80px; margin-bottom: 10px;"></div> <p style="text-align: center;">_____ Name of Registered Trainee</p> <p style="text-align: center;">_____ Signature of Registered Trainee</p> <p style="text-align: center;">_____ SUBSCRIBED AND SWORN TO before me on this day</p> <p style="text-align: center;">_____ Notary Public for the State of My Commission Expires</p>	<div style="border: 1px dashed black; width: 150px; height: 80px; margin-bottom: 10px;"></div> <p style="text-align: center;">_____ Name of Supervisor</p> <p style="text-align: center;">_____ Signature of Supervisor</p> <p style="text-align: center;">_____ SUBSCRIBED AND SWORN TO before me on this day</p> <p style="text-align: center;">_____ Notary Public for the State of My Commission Expires</p>
---	---

Code Page – certified real estate appraiser work verification log

ease use the following guide when completing the work verification log. The purpose of this log is for the board to determine the diversity and complexity of work experience and to verify the appropriate number of work hours.

- (A) Report Date: The month and year the appraisal report was completed.
- (B) Subject Property Address: This is the common name/location of the property, i.e., George's Office Tower, Anchorage, Alaska. Please be very clear so the board can understand the property being appraised.
- (C) Report Type: Please check appropriate format for report, i.e., narrative, letter, form appraisal, or other. If the other column is checked, please attach an explanation as to the format used.
- (D) Property Classification: Below are 13 general property classifications, indicate the one which most closely approximates the appraisal assignment.
- (E) Client Named in Report
- (F) Value Opinion: Check the appropriate column range as follows: \$1 to \$250,000; \$250,000 to \$500,000; or over \$500,000.
- (G) Description of Work Performed: Work performed by trainee or applicant. Scope of review performed by supervising appraiser; and level of supervision performed by the supervising appraiser.
- (H) Approaches to Value: Check the appropriate columns if full approaches to value were utilized in the report.
- (I) Appraiser: Indicate whether you were sole signer, co-signer, or did not sign the report.
- (J) Supervisor State Certification Number: Number of the supervising appraiser if applicable.
- (K) Experience Category: A numeric answer regarding the following 10 experience categories.
- (L) Work Hours: Indicate total number of hours spent on research, analysis, and preparation of report. Do not include hours which someone else spent.

EXPERIENCE CATEGORY

- 1. Fee and Staff Appraisal
- 2. Ad Valorem Tax Appraisal
- 3. Review Appraisal
- 4. Appraisal Analysis
- 5. Real Estate Counseling
- 6. Highest and Best Use Analysis
- 7. Feasibility Analysis
- 8. Setting Forth of Opinions of Value of Real Property for Tax Purposes as an Employee of a County Assessor's or Board of Equalization
- 9. Assistance in Preparation of Appraisals
- 10. Real Estate Valuation Experience as a Real Estate Lending Officer or Real Estate Broker but Only to the Extent that the Experience is Directly Related to the Actual Performance or Professional Review of Real Estate Appraisals

PROPERTY CLASSIFICATIONS

- CB Commercial Building
- CL Commercial & Office Land
- FL Farm/Forest land
- FR Farm/Forest Land with Residential and/or Farm-Use Equipment
- IB Industrial Warehouse & Manufacturing Building
- IL Industrial and "Business Campus" Land
- MFS Multi-Family Small 2-4 Units
- MFL Multi-Family Large 5 or More Units
- ML Multi-Family Land
- OB Office Buildings and Plazas, Including Medical
- RL Residential (Single-Family) Land, Including Any Subdivision Potential and Multiple Lot Sales
- SFR Single Family Residential (1Family Unit)
- OT Other (Please Specify) _____



THE STATE
of **ALASKA** *Department of Commerce, Community, and Economic Development*
Division of Corporations, Business and Professional Licensing

Real Estate Appraisers Program

State Office Building, 333 Willoughby Avenue, 9th Floor

PO Box 110806, Juneau, AK 99811-0806

Phone: (907) 465-2550 • Fax: (907) 465-2974

Email: license@alaska.gov

Website: ProfessionalLicense.Alaska.Gov/RealEstateAppraisers

Real Estate Appraisal Course Approval Application

Please review the requirements for acceptable education for initial certification (12 AAC 70.140-145) and continuing education (12 AAC 70.200-215) before applying for course/seminar board approval (see attached).

The following must be on file with the division before the course approval application will be considered by the board:

1. Complete application.
2. Course/seminar approval fee of \$400.00; check or money order payable to the State of Alaska (this fee is required for each individual course/seminar application).
3. A complete course description, including the course or seminar title and a description of the learning objectives (space is provided on the application form, however, you may attach a separate sheet if necessary).
4. A course/seminar syllabus.
5. A detailed outline of the major topics covered by the course or seminar and the number of classroom hours allowed for each topic (space is provided on the application form, however, you may attach a separate sheet if necessary).
6. A list of texts and instructional materials used in the course/seminar (**do not submit the texts and instructional materials unless specifically requested by the Board**).
7. The instructor's résumé that includes the instructor's name, recognition in the real estate appraisal industry, and professional designations and affiliations.
8. A copy of the attendance policy and a description of the procedures used for keeping a record of attendance.

If AQB or IDECC-approved, you must submit a certificate or other document showing approval from these organizations.

GENERAL INFORMATION

The primary focus of the course or seminar must be directly related to the theories, concepts, principles, practices, techniques, methods, or problems applicable to one or more aspects of real property appraisal.

To be scheduled for review, an application (and all supporting information) for course/seminar approval must be complete and postmarked to the division at least 15 days before the scheduled date of a board meeting (12 AAC 70.150). Contact the Division regarding meeting dates.

The Board also reviews complete course approval applications between board meetings via "mail ballot" process.

Please refer to the attached regulations for course approved information.



THE STATE
of **ALASKA**

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

APR

FOR DIVISION USE ONLY

Real Estate Appraisers Program

State Office Building, 333 Willoughby Avenue, 9th Floor

PO Box 110806, Juneau, AK 99811-0806

Phone: (907) 465-2550 • Fax: (907) 465-2974

Email: license@alaska.gov

Website: ProfessionalLicense.Alaska.Gov/RealEstateAppraisers

Real Estate Appraisal Course Approval Application

PART I Payment of Fees

Course Approval Fee

\$400

Make checks payable to: State of Alaska or use the attached credit card payment form.

PART II Sponsor Information

Sponsor			
Course Title			
Instructor			
Address	Address		
	City	State	ZIP Code
Sponsor Contact Person			
Sponsor Contact Phone Number			

PART III Course Information

Is this course AQB or IDECC approved?	* Yes <input type="checkbox"/>	No <input type="checkbox"/>
* If yes, include documentation of approval.		
Date(s) of Course		
Location(s) of Course		
Number of Classroom Hours		
Number of Final Exam Hours		
Course Category	<input type="checkbox"/> Initial Certification	<input type="checkbox"/> Continuing Education <input type="checkbox"/> Both
Presentation Method	<input type="checkbox"/> Traditional Classroom <input type="checkbox"/> Video Tape	<input type="checkbox"/> Correspondence <input type="checkbox"/> Online <input type="checkbox"/> Distance Education

You must include the following attachments:

- Course description, including learning objectives.
- Outline of major topics with hour-by-hour breakdown.
- Copy of the attendance policy and description of attendance procedure.
- List of texts and instructional materials.
- Instructor resumes that should include real estate appraiser industry recognition and professional designations and affiliations.

PART IV Signature

PLEASE NOTE: In order for a course to qualify for "continuing education" it must be a minimum of two classroom hours in duration. In order for a course to qualify for "initial certification" it must be at least 15 classroom hours and include an examination. The final examination hours will be counted toward the total classroom hours of instruction. Course and seminar approval is valid for three years from the date of approval.

Signature of Applicant

Date



Proposed Examination Approval Process

- 1.) Licensing Examiner receives certified real estate appraiser application
 - 2.) Licensing Examiner verifies education and experience:
 - For qualifying education, certified residential and general appraiser applicants must have a bachelor's degree
 - 15-hour National Uniform Standards of Professional Appraisal Practice (USPAP) course included as part of required qualifying education hours
- General -**
- 300 Hours of qualifying education
 - 3,000 Hours of experience completed within last 30 months
- Residential -**
- 200 Hours of qualifying education
 - 2,500 Hours of experience completed within last 24 months
- 3.) If education and experience are met, licensing examiner sends application to the Board for approval for the applicant to sit for the AQB-Certified Uniform exam. If not met, Examiner sends letter to applicant advising them to complete qualifying education and experience.
 - 4.) If Board approves, the applicant is notified of their approval to sit for their certified exam.
 - 5.) Licensing Examiner sends letter, notifying applicant that the exam must be taken within 24 months preceding approval date. Directs applicant to take exam using these steps:
 - Visit <http://home.pearsonvue.com/test-taker/All-Tests.aspx>
 - Click on, "Alaska Appraisers" → "View Exams"
 - Select "Certified Residential Appraiser or Certified General Appraiser Exam"
 - Click on, "Schedule this Exam".
 - Advise applicant to submit their scores to office once received.
 - Attach the Scaled Scoring explanation to their approval letter
- Note:** If the applicant is applying as a Certified Residential Real Estate Appraiser, they may substitute the Certified General Exam. Applicants applying as a Certified General Real Estate Appraiser may not substitute their required exam.
- 6.) Applicant is issued a certificate upon submitting scores that reflect a passing grade (75%)



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

**Department of Commerce, Community,
and Economic Development**

BOARD OF CERTIFIED REAL ESTATE APPRAISERS

Laura Carrillo, Licensing Examiner

P.O. Box 110806

Juneau, AK 99811-0806

Main: 907.465.5470

Fax: 907.465.2974

July 14th, 2015

(Name)

(Address)

(City, State, Zip)

Re: Certified Residential/General Real Estate Appraiser Application/Examination

Dear Applicant,

You recently submitted an application for certification as a _____. Upon review of your application, it was found that you have/have not met the qualifying education and experience requirements per 12 AAC 70.115 and 12 AAC 70.108, respectively. On behalf of the Alaska Board of Certified Real Estate Appraisers, you have been **approved/denied** to sit for the Appraiser Qualification Board (AQB)-approved Uniform Licensing Examination.

(If approved): As an application for certification as a **Residential Real Estate Appraiser**, you must complete the following exam:

Certified Residential Appraiser OR

Certified General Appraiser

Per 12 AAC 70.130, you must take the examination within 24 months preceding the date of your application, or your certificate will not be issued. To schedule your examination, please visit: <http://home.pearsonvue.com/test-taker/All-Tests.aspx>. Select, "Alaska Appraisers" to view available examinations, and select the examination noted above.

The AQB utilizes scaled scoring; a brief explanation is attached for your review. Upon receipt of your examination scores, please send a copy to this office so that your certificate may be issued.

Please let me know if you have any questions,

Laura Carrillo

Licensing Examiner

Board of Certified Real Estate Appraisers

State of Alaska – DCCED – CBPL

Phone: 907-465-2588

E-mail: laura.carrillo@alaska.gov



THE APPRAISAL FOUNDATION

*Authorized by Congress as the Source of Appraisal
Standards and Appraiser Qualifications*

APPRAISER QUALIFICATIONS BOARD

Scaled Passing Score for National Uniform Licensing and Certification Examinations

The Appraiser Qualifications Board will update the National Uniform Licensing and Certification Examinations effective January 1, 2015. While the Examination Content Outline has changed, the scaled passing score will remain the same at 75 or higher. Scaled scores can range from 0 to 110, with 75 and up representing passing scores.

Scores are reported to candidates as scaled scores. The scaled scores are computed from raw scores. Raw scores, or percentage scores, are the actual number of questions answered correctly. Raw scores are mathematically converted to scaled scores to maintain a consistency in the meaning of scores, regardless of when the examination was taken or the difficulty of the examination form.

Examinations change over time. Each examination form may vary in difficulty, with one examination form easier or more difficult than other examination forms. However, when converting raw scores to scaled scores, it should not make a difference whether candidates take an easier or more difficult examination form. With the mathematical adjustment, the scaled score accounts for differences by adjusting the scores up or down depending on the difficulty of examination forms. When these adjustments are made, the effect is to produce an unbiased and consistent passing standard that does not change from one examination form to another.

EXECUTIVE SESSION MOTION

Sec. 44.62.310. government meetings public.

(c) The following subject may be considered in an executive session:

- (1) matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;
- (2) subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
- (3) matters which by law, municipal charter, or ordinance are required to be confidential;
- (4) matters involving consideration of government records that by law are not subject to public disclosure.

MOTION WORDING:

In accordance with the provisions of Alaska Statute 44.62.310 (c) (1) (2) (3) or (4) [*select appropriate paragraph number above*], I move to go into executive session for the purpose of discussing:

Board staff _____ to remain during the session **OR** Board only to remain during session.

Off the record at _____.

Example:

In accordance with the provisions of AS 44.62.310 (c)(2), I move to go into executive session for the purpose of discussing the license application of (name). Board staff (names) to remain during the session.

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

Board of Certified Real Estate Appraisers
Schedule of Revenues and Expenditures

	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15 1st - 3rd Qtr
Licensing Revenue	22,875	203,055	42,190	269,948	56,250	41,980
Allowable Third Party Reimbursement*	-	-	-	-	1,499	-
Total Revenue	22,875	203,055	42,190	269,948	57,749	41,980
Direct Expenditures						
Personal Services	50,733	65,321	78,181	46,148	34,915	31,113
Travel	10,479	10,138	8,534	3,759	2,920	1,617
Contractual	59,383	87,668	56,720	44,699	14,955	26,679
Supplies	425	150	233	61	24	42
Equipment	-	-	-	-	-	-
Total Direct Expenditures	121,020	163,276	143,668	94,667	52,815	59,451
**Indirect Expenditures	14,166	11,311	15,739	18,583	20,937	15,996
Total Expenses	135,186	174,587	159,407	113,250	73,752	75,447
Annual Surplus (Deficit)	(112,311)	28,468	(117,217)	156,697	(16,002)	(33,467)
Beginning Cumulative Surplus (Deficit)	101,666	(10,645)	17,823	(99,395)	57,302	41,300
Ending Cumulative Surplus (Deficit)	(10,645)	17,823	(99,395)	57,302	41,300	7,833

*The allocation of the \$20,000 in allowable third party reimbursements will be completed at year-end

**Current year indirect costs are based on the prior fiscal year's total budgeted amount. These costs are averaged over the current fiscal year, then adjusted after the close of the year.

Collocation Code Name REAL ESTATE APPRAISE
 Acct Type EX

Account Number	Account Name	Sum of Actual
71172	REGULAR PAY	15,883
71324	OT - TIME & ONE-HALF	111
71670	HOLIDAY PAY	805
71685	PERSONAL LEAVE	2,552
71690	SICK LEAVE	2
71790	AK SUPPLEMNTL BENEFIT	1,189
71795	MEDICARE TAX	272
71800	PERS DB	879
71801	PERS DCR	709
71815	PERS DCR HRA	562
71816	PERS DCR RMP	226
71818	PERS DB UNF'D LIAB	1,493
71820	UNEMPLYMNT INSURANCE	57
71830	GROUP HLTH INSURANCE	5,258
71835	BASIC LIFE & TRAVEL	13
71840	WORKERS' COMP INS	196
71870	LEAVE CASHIN EMPR CH	384
71871	TERMINAL LV EMPR CHG	187
71925	ASEA LEGAL TRUST	35
71936	ASEA INJURY LV USAGE	8
71950	SUPERVSRS LEGAL TRST	11
71970	PERSONAL SVCE TRANS	281
72111	AIRFARE	562
72112	SURFACE TRANSPORT	96
72113	LODGING	248
72114	MEALS & INCIDENTALS	101
72124	MEALS & INCIDENTALS	92
72125	TAXABLE PER DIEM	76
72126	NONTAX REIMBURSEMENT	441
72930	CASH ADVANCE FEE	2
73029	MEMBERSHIPS	350
73228	POSTAGE	51
73451	ADVERTISING	1,199
73668	ROOM/SPACE	1
73812	I/A LEGAL	25,047
73819	I/A COMMISSION SALES	31
74229	BUSINESS SUPPLIES	42
Grand Total		59,451

Grand Total Equals Direct Expenditures on Board Report

EXECUTIVE SESSION MOTION

Sec. 44.62.310. government meetings public.

(c) The following subject may be considered in an executive session:

- (1) matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;
- (2) subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
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Board staff _____ to remain during the session **OR** Board only to remain during session.

Off the record at _____.

Example:

In accordance with the provisions of AS 44.62.310 (c)(2), I move to go into executive session for the purpose of discussing the license application of (name). Board staff (names) to remain during the session.

Task List From April Meeting

David Derry –

- will contact potential new Board members to replace Ms. Szymoniak's position.
- will look into whether review sheets comply with USPAP standards.
- Mr. Derry will draft a letter to be included with renewals during mail-out.
- Mr. Derry will send the signed order to Ms. Carrillo via fax, or e-mail, and will also send the hardcopy in the mail.

Alfred Ferrara -

- will look into developing regulations in preparation for national background check requirements.
- will contact potential new Board members to replace Ms. Szymoniak's position.
- will review courtesy reports 7-11 and send the completed review sheets back to Ms. Carrillo.
- will review courtesy reports 1-6 and send the completed review sheets back to Ms. Carrillo.

Lance Cook -

- will look into developing regulations in preparation for national background check requirements.
- will contact potential new Board members to replace Ms. Szymoniak's position.

Renee Piszczek -

Examiner -

- Ms. Hudson or Examiner will speak with the Division's Publications Specialist regarding the Work Log draft.
- Ms. Carrillo will have the Affidavit of Board Action signed and notarized.
- Ms. Carrillo will e-mail the Board's FY14 Annual Report to all Board members.



Alaska Board of Certified Real Estate Appraisers

FY 2015 Annual Report Statistical Overview

Issued in FY15 (July 1st, 2014 – June 30th, 2015 only):

License Type	Status	Total
Certified General	Active	5
Certified Residential	Active	7
Certified Institutional	Active	0
Courtesy	Active	43
Trainee	Active	1

Lapsed in FY15 (July 1st, 2014 – June 30th, 2015 only):

License Type	Status	Total
Certified General	Lapsed	18
Certified Residential	Lapsed	12
Certified Institutional	Lapsed	0
Courtesy	Expired	36
Trainee	Lapsed	13

General Statistical/Renewal Information as of 07/14/2015

License Type	Status	Total
Certified General	Active	113
Certified Residential	Active	133
Certified Institutional	Active	1
Courtesy	Active	17
Trainee	Active	18
Certified General	Renewed	95
Certified Residential	Renewed	121
Certified Institutional	Renewed	1
Trainee	Renewed	5
Certified General	Not Renewed	18
Certified Residential	Not Renewed	12
Certified Institutional	Not Renewed	0
Trainee	Not Renewed	13

Annual Report
Fiscal Year 2014

**BOARD OF CERTIFIED REAL ESTATE
APPRAISERS**

July 2014



**DIVISION OF CORPORATIONS, BUSINESS
AND PROFESSIONAL LICENSING**

This Annual Performance Report is presented in accordance with Alaska Statute 08.01.070(1) and Alaska Statute 37.07.080(b). Its purpose is to report the accomplishments, activities, and the past and present needs of the licensing program.

ALASKA STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS
FY 2014 ANNUAL REPORT

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ALASKA STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS
FY 2014 ANNUAL REPORT
IDENTIFICATION OF BOARD

<u>Board Member</u>	<u>Date Appointed</u>	<u>Term Expires</u>
Alfred J. Ferrara, MAI, SRA Certified Residential Real Estate Appraiser	March 1, 2014	March 1, 2018
David M. Derry, MAI Certified General Real Estate Appraiser	March 1, 2014	March 1, 2018
Lance Cook Certified Residential Real Estate Appraiser	March 1, 2012	March 1, 2016
Brit Szymoniak Public Member	March 3, 2014	March 1, 2015
<i>Vacant</i> Mortgage Banking Executive		

ALASKA STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS
FY 2014 ANNUAL REPORT
IDENTIFICATION OF STAFF

Lisa Robinson, Licensing Examiner (*April 25, 2014 – Present*)

Department of Commerce, Community and Economic Development
Division of Corporations, Business & Professional Licensing
P.O. Box 110806
Juneau, AK 99811-0806
Work: 907-465-3811
Fax: 907-465-2974

Susan Johnson, Licensing Examiner (*July 2013 – April 2014*)

Department of Commerce, Community and Economic Development
Division of Corporations, Business & Professional Licensing
P.O. Box 110806
Juneau, AK 99811-0806
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Alysha Hernandez, Licensing Examiner (*July 2012 - August 2012 & May 2013*)

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Division of Corporations, Business & Professional Licensing
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Michelle Johnston, Records & Licensing Supervisor

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Division of Corporations, Business & Professional Licensing
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Juneau, AK 99811-0806
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Fax: 907-465-2974

Jennifer Wirawan, Investigator III

Department of Commerce, Community and Economic Development
Division of Corporations, Business & Professional Licensing
550 West 7th Avenue, Suite 1500
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ALASKA STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS
FY 2014 ANNUAL REPORT
NARRATIVE STATEMENT

The Board of Certified Real Estate Appraisers met four times in FY 2014: July 17, 2013 (teleconference), August 2, 2013 (teleconference), October 2, 2013 and December 3, 2013. All Board meetings are public-noticed and a copy of the agenda made available to the public.

The Board continued its review and approval (as appropriate) of education classes for both initial General Appraiser Certification, applications for Residential Appraiser Certification, applications for Registered Trainees and applications for courtesy licenses. Other applications for appraisal certifications were denied or approved pending for lack of required education and/or documented appraisal experience. The Board continues to review complaints and issues brought before it. Ms. Jennifer Wirawan, the assigned investigator to the Board has been helpful in providing information to the Board regarding complaint investigations and recommending appropriate disciplinary actions when required.

The Board underwent compliance reviews by both the Appraisal Subcommittee, Federal Financial Institutions Examination Council and the Alaska State Legislature, Legislative Budget and Audit committee. At this time, the State Legislative Budget and Audit committee recommendations are still considered confidential, so the Board is not at liberty to disclose their findings and recommendations.

The Appraisal Subcommittee (ASC) found numerous items that needed to be improved upon, most of which stem from a lack of consistent, knowledgeable support from Staff in Juneau. The Board has just been assigned a permanent, capable staff person having knowledge of the requirements in Title XI, therefore it is anticipated that all recommendations made by the ACS regarding staff support will be in compliance at the time of our next audit.

The ASC also noted a number of inconsistencies between Alaska's Statutes and Regulations - Certified Real Estate Appraisers and the Appraiser Qualification Board's (AQB) Real Property Appraiser Qualification Criteria. It was pointed out that our statutes and regulations will also be out of compliance with requirements in the Dodd Frank Act of 2010, that have gone into effect in July 2013 and will go into effect January 2015. Both a teleconference on June 6, 2013 and a board meeting on June 25, 2013 discussed the findings, their impact on lending in Alaska, and what regulation and statute changes need to be made in the coming legislative session to come into compliance. The Board voted on changing regulations that they have the power to change, and voted to recommend the necessary changes to the statutes that must be taken before the legislature.

The Statues and Regulations of Certified Real Estate Appraisers, July 2014, was passed by the legislature and signed into law by the Governor. Under the new Statute (AS 08.87.010) the Board of Certified Real Estate Appraisers has the authority to make regulatory changes necessary to comply with federally mandated real estate appraiser requirements, promulgated by the Appraisal Foundation. The Board will actively pursue the changes necessary to be in full compliance with those federal requirements.

It is noted that the board continues to be concerned with the lack of funding considering the increased regulatory pressure. The downstream effects of federally mandated compliance will manifest itself into the real working environment and become increasingly expensive. The board expects that the requirements of the Federal government will impact the license fees of our small number of appraisers in the State. The Board is of the opinion that the State should budget the Appraisal Board as a separate line item to buffer and insulate the expense as Federal law manifests itself. There is no question that budget constraints will ultimately serve up non-compliance and that public harm will be the result if nothing is don

ALASKA STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS
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BUDGET RECOMMENDATIONS FOR FY 2015

TRAVEL REQUESTS: ranked in order of the board's priority. Provide the best estimates based on past actuals and seasonal trends in travel, such as summer hotel rooms or increased fuel costs. Calculate on full costs and note any third-party fiscal offsets. Expand the tables below as needed.

Board Meetings

Date	Location	# of Board Members	# of Staff	Total Estimated Cost (total of airline, hotel, mileage, M&E, parking, rental car, taxi, etc.)
October	Anchorage	5	1	\$2200.00
January	Anchorage	5	1	\$2200.00
April	Anchorage	5	1	\$2200.00

Travel Required to Perform Examinations

Date	Location	# of Board Members	# of Staff	Total Estimated Cost (total of airline, hotel, mileage, M&E, parking, rental car, taxi, etc.)
	N/A			

Out-Of-State Meetings and Additional In-State Travel

Rank in order of the board's priority. "Reimbursement" refers to payment to cover travel costs. "Direct" refers to an offer by a company to secure travel arrangements on behalf of the board member.

Rank	Date	Location	# of Board Members	# of Staff	Total Estimated Cost		Total Potential Third-Party Offset
					(total of airline, hotel, mileage, M&E, parking, rental car, taxi, etc.)	Conference Fee	<input type="checkbox"/> Reimbursement <input type="checkbox"/> Direct
1	Aug 2014	CHICAGO, IL		1	\$1400.00		0
	Description of meeting and its role in supporting the mission of the board: Jennifer Wirawan or Jay Paff, Investigator III will be attending training that will cover USPAP.						
2	As Available	USPAP Course; location: to be determined		1	\$1400.00		<input type="checkbox"/> Reimbursement <input type="checkbox"/> Direct 0
	Description of meeting and its role in supporting the mission of the board: This is a recommended course for a State Administrative Hearing Officer. The Board feels that to properly adjudicate cases he/she must be knowledgeable of the Uniform Standards applicable to the appraisal profession						

NON-TRAVEL BUDGET REQUESTS

Dues/Memberships/Resources/Online Training/Teleconferences/Examination Contracts

Provide details of the budgetary request. Break down into specific events, where applicable.

Product or service:	Provider:	Cost:
Teleconference	GCI	\$150.00
Description of item and its role in supporting the mission of the board: The Board will conduct teleconferences when needed to discuss mail votes and other board business.		

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 BUDGET RECOMMENDATIONS FOR FY 2015 CONTINUED**

Other Items with a Fiscal Impact:

Product or service: None know at this time	Provider:	Cost per event:
Description of item and its role in supporting the mission of the board:		

Summary of FY15 Fiscal Requests

Board Meetings	\$6600.00
Travel for Exams	0
Out-Of-State and Additional In-State Travel	\$2800.00
Dues/Memberships/Resources/Online Training/Teleconferences	\$150.00
Total Potential Third-Party Offset	0
Other	0
Total Requested:	\$9550.00

Additional information:

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RECOMMENDATIONS FOR PROPOSED LEGISLATION FOR FY 2015

- The Board would like to additionally propose that the administration and oversight of the State Certified Real Estate Appraisers be funded separately from other state licensed organizations.
- Enact enabling legislation to implement the required changes relative to appraisal management companies, as mandated under the Dodd-Frank Wall Street Reform and Consumer Protection Act (federal). This legislation was proposed, however lacked follow through for introduction/consideration during the 2014 legislative session. Enactment of this legislation and related regulations is a priority for the Board in the 2015 legislative session.
- Coordinate with Senator Fairclough's Occupation License and Boards Subcommittee to refine the financial-budget information needed for the Board of Certified Appraisers to responsibly operate for the benefit of the state certified appraisers.

ALASKA STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS
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ANTICIPATED REGULATION CHANGES FOR FY 2014

The Board of Certified Real Estate Appraisers has the following anticipated regulation changes for FY14:

- Repeal 12 AAC 70.140 (e)
- Repeal 12 AAC 70.210 (e)(2)
- Repeal 12 AAC 70.215 (c) (4)
- Repeal 12 AAC 70.215 (b) (1)
- 12 AAC 70.220 (e) have 'or its equivalent' be removed, add 'who is a certified appraiser' and remove 'as determined by the Board'. The rest of the remaining language is to remain unchanged
- Repeal 12 AAC 70.115 (a) (2).
- Amend 12 AAC 70.115 (c) (1) from an 'associates' to 'bachelor's' and repeal 12 AAC 70.115 (2)
- Amend 12 AAC 70.125 (a) by adding section (4) All qualifying education must be completed within the five (5) year period prior to the date of submission of a Trainee Appraiser application
- Amend 12 AAC 70.125 (c) by adding section (3) Appraisers must successfully complete the 7-Hour National USPAP Update Course, or its equivalent, every two calendar years. Equivalency shall be determined through the AQB Course Approval Program or by an alternate method established by the AQB. The equivalent of fourteen class hours of instruction in courses or seminars for each year during the period preceding the renewal is required. For example, a two-year continuing education cycle would require twenty-eight hours. The class hour requirement can be fulfilled at any time during the cycle
- Amend 12 AAC 70.125 by adding section (e) Trainee Appraisers shall be required to complete a course that, at minimum, complies with the specifications for course content established by the AQB, which is specifically oriented to the requirements and responsibilities of Supervisor Appraisers and Trainee Appraisers. The course must be completed by the Trainee Appraiser prior to obtaining a Trainee Appraiser credential from the individual credentialing jurisdiction. Further, the Trainee Appraiser course is not eligible towards the 75 hours of qualifying education required
- Amend 12 AAC 70.210 (c) (3) by removing 'Review' and replacing it with 'Approval'
- Amend 12 AAC 70.215 (c) (3) by adding 'distance education' at the beginning of the subsection and removing 'Review' and replacing it with 'Approval'

ALASKA STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

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BOARD GOALS AND OBJECTIVES

List the board's FY14 goals and objectives and how they were met:

1. Review recommendations changes and modify current statutes and regulations to include changes as needed and encourage their implementation.

The Board made several recommended changes during FY14.

2. Seek comments/input from other organizations that are involved in our use of appraisal services in Alaska.

The Board offers public comment at their meetings.

3. Circulate the Board meeting dates to appraisal organizations, interested individuals, and users of appraisal services.

The Board meeting dates are posted on their website.

4. Provide public notice of all meetings in the newspaper.

The Board's meetings were public noticed in FY14.

5. Continue to make lists of approved, denied, and expired initial certification and continuing education courses/seminars available to certified individuals.

These courses are available at their website.

6. Look into the set up and notice-giving possibilities of dissemination Appraiser Board activities through email database addresses of licensed appraisers.

The Board has implemented asking for email addresses on renewal.

7. At the time of initial certification, the Board is to review the appraiser's application along with one appraisal report completed by the applicant, in accordance with 12 AAC 70.110 (e).

The Board is taking steps to make sure that this is occurring.

8. To have at least two face-to-face meetings per year.

The Board had one face-to-face meeting in FY14.

9. To encourage and develop dialog promotional education in the State of Alaska for the State Certified Appraisers.

The Board has continued to encourage discussions regarding the appraisal process with other's in the real estate industry, such as Real Estate agents, in an effort to better understand the industry as a whole.

10. Work with legislature and department to restructure funding and budget process.

The Board has explained their stance to the department.

11. Come into regulatory compliance with Dodd-Frank regarding Appraisal Management Company registration.

The Board will be implementing regulation once this change goes into effect.

List the board's FY15 goals and objectives. Include any strengths, weaknesses, opportunities, and threats, as well as any resources needed:

1. Review recommendations changes and modify current statutes and regulations to include changes as needed and encourage their implementation.

The Board continues to gain experience in the process of changing statutes and regulations and is looking forward to future changes.

2. Seek comments/input from other organizations that are involved in our use of appraisal services in Alaska.

The Board will continue to offer public comment at every meeting and will continue to receive input from the ASC.

3. Circulate the Board meeting dates to appraisal organizations, interested individuals, and users of appraisal services.

The Board meeting dates will be posted to their website.

4. Disseminate information about Board actions to the appraisal members.

The Board will consider preparing a newsletter in electronic format for distribution to all appraisal members. The Board will encourage a Board member to attend Appraisal Institute meetings and provide reports as appropriate to the Institute members.

5. Provide public notice of all meetings in the newspaper.

6. Post the minutes of each Board meeting on the Certified Appraisers website.

The minutes have been posted, but only in "draft" format. The Board will work to approve minutes in a timely fashion and in turn, post them on the website.

7. Continue to make lists of approved, denied, and expired initial certification and continuing education courses/seminars available to certified individuals.

These courses are available at their website and will continue to be updated with any changes as necessary.

8. Look into the set up and notice-giving possibilities of dissemination Appraiser Board activities through email database addresses of licensed appraisers.

The Board has begun this process and will look at utilizing their website as well to distribute information to licensees.

9. At the time of initial certification, the Board is to review the appraiser's application along with one appraisal report completed by the applicant, in accordance with 12 AAC 70.110 (e).

The Board is taking steps to make sure that this is occurring in the future.

10. To have at least two face-to-face meetings per year.

The Board continues to meet this goal.

11. To encourage and develop dialog promotional education in the State of Alaska for the State Certified Appraisers.

The Board has continued to encourage discussions regarding the appraisal process with other's in the real estate industry, such as Real Estate agents, in an effort to better understand the industry as a whole.

12. Work with legislature and department to restructure funding and budget process.

Take concerns to the Legislature.

13. Come into regulatory compliance with Dodd-Frank regarding Appraisal Management Company registration.

Vote to make necessary changes to State Regulations and make recommendations to the Legislature to change portions of the State Statutes during the 2014 session, in order to remain in compliance with Federal regulations.

**ALASKA STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS
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 SUNSET AUDIT RECOMMENDATIONS**

Date of last Legislative Audit: 10/30/2009

Board sunset date: Scheduled June 30, 2014 (Legislative Audit recommendation: June 30, 2020)

<p>Audit Recommendation #1: The Board of Certified Real Estate Appraisers (BCREA) and the Department of Commerce, Community, and Economic Development (DCCED) should take timely corrective action in response to Appraisal Subcommittee (ASC) findings.</p>
<p>Action taken: BCREA received the ASCs Preliminary Findings on June 18, 2013 and is in the process of forming a response to comply with the 60 day deadline set by ASC.</p>
<p>Next Steps: BCREA will mail their letter before the aforementioned deadline in FY 14 to correspond with ASC in a timely fashion.</p>
<p>Date completed:</p>

<p>Audit Recommendation #2: The division's professional licensing administrative officer should take steps to improve administrative support.</p>
<p>Action taken: BCREA has requested that the Division place an examiner who provided consistent administrative support for the Board from FY12 to part of FY13 be placed back with them as this individual was competent in the duties of the Board and was well organized.</p>
<p>Next Steps: The Board is waiting further action from the Division</p>
<p>Date completed:</p>

<p>Audit Recommendation #3: BCREA and staff within the Office of the governor should work together to increase the pool of qualified applicants available for board appointments to ensure full representation.</p>
<p>Action taken: BCREA has been consistently at capacity since vacancies in FY08. With the absence of its Public Member, BCREA as filled that position and is now full.</p>
<p>Next Steps: With the coming fiscal year and the Board having two positions coming to their first term, BCREA will do everything in its power to ensure the BCREA is always a complete Board.</p>
<p>Date completed:</p>

FISCAL YEAR 2014 STATISTICAL OVERVIEW

Program: APR

AS 08.87

12 AAC 70

Name of Individual Completing Report: Lisa Robinson

Date: 8/1/2014

FY14 LICENSEES	NEW-ISSUED FY 20 <u>14</u>	TOTAL AS OF 6/30/ <u>14</u>
	39	290

A. Current Active Licenses, Endorsements, Permits
List type and if issued by examination or credential, as applicable.

LICENSE TYPE & PROGRAM CODE	Lic. Type Code	Status Code	NEW-ISSUED FY 20 <u>14</u>	TOTAL AS OF 6/30/ <u>14</u>	LICENSURE BASIS
Example: Civil Engineer - AEL	C	AA	10	250	Exam: 6 Credentials: 4
1. APR General	G	AA	3	107	Exam: 1 Credentials: 2
2. APR Residential	R	AA	7	126	Exam: 3 Credentials: 4
3. APR Institutional	I	AA	1	1	
4. APR Registered Trainee	T	AA	5	16	
5. APR Courtesy	C	AA	23	40	
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
TOTAL			39	290	

B. Temporary Licenses

LICENSE TYPE & PROGRAM CODE	Lic. Type Code	Status Code	NEW-ISSUED FY 20 <u> </u>	TOTAL AS OF 6/30/ <u> </u>	NOTES
Example: Physical Therapist - PHY	R	AA	4	24	
1. N/A					
2.					
3.					
4.					
TOTAL					

C. Current Licenses Issued as Inactive (not lapsed licenses)
 (Only Medical, Chiropractic, CPA, and Real Estate)

LICENSE TYPE & PROGRAM CODE	Lic. Type Code	Status Code	TOTAL AS OF 6/30/____
Example: Salesperson - REC	S	II	64
1. N/A			
2.			
3.			
4.			
TOTAL			

D. Retired Licenses

CATEGORY & PROGRAM CODE	Lic. Type Code	Status Code	RETIRED DURING FY 20____	TOTAL AS OF 6/30/____	NOTES
Example: Osteopath - MED	O	RR	1	8	
1. N/A					
2.					
3.					
TOTAL					

E. Examination Detail

(List each examination administration separately. Write "See Attached" and attach a separate sheet if necessary.)

EXAM TYPE	LOCATION	DATE	CANDIDATES	NO. PASSED	NO. FAILED
N/A					
Number of Postponed Exams					
Number of Exam Reviews					

F. Miscellaneous Program Activity

List all instances of fee-related work performed under Centralized Regulations per 12 AAC 02.105 (tracked by each program's fee ticker)

DESCRIPTION	TOTAL
Example: License Verification	62
Application Fee - \$450.00	14
Initial Certification - \$1080.00	12
Federal Registry Fee - \$80.00	14
Trainee Application - \$450.00	5
Trainee Certification - \$450.00	5
Courtesy Certification - \$150.00	22

G. Miscellaneous Program Activity

List all instances of fee-related work performed under the licensing program's regulations that is not included above

DECSRIPTION	TOTAL
Example: Course Approval	16
Course Approval	45
License verification request	4

H. Board Meetings and Teleconferences

DATE	LOCATION (indicate if teleconference)
7/17/2013	Teleconference
8/02/2013	Teleconference
11/25/2013	Teleconference
12/03/2013	Teleconference
1/13/2014	Teleconference
4/18/2014	Teleconference

EXECUTIVE SESSION MOTION

Sec. 44.62.310. government meetings public.

(c) The following subject may be considered in an executive session:

- (1) matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;
- (2) subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
- (3) matters which by law, municipal charter, or ordinance are required to be confidential;
- (4) matters involving consideration of government records that by law are not subject to public disclosure.

MOTION WORDING:

In accordance with the provisions of Alaska Statute 44.62.310 (c) (1) (2) (3) or (4) [*select appropriate paragraph number above*], I move to go into executive session for the purpose of discussing:

Board staff _____ to remain during the session **OR** Board only to remain during session.

Off the record at _____.

Example:

In accordance with the provisions of AS 44.62.310 (c)(2), I move to go into executive session for the purpose of discussing the license application of (name). Board staff (names) to remain during the session.