

P

L

E

BROKER/ASSOCIATE BROKER

After initial licensure, a new broker or associate broker must complete the course modules below to meet the real estate post-licensing education requirements

- 1.) Recovery Fund, Trust Account & General Accounts - 7 contact hours**
 - recovery fund issues, including case studies on misrepresentation, conversion of trust funds, fraud and deceit
 - trust accounts, different types of accounts & how to set up and manage trust accounts and general accounts, the importance of good record keeping

- 2.) Practical Office Management - 8 contact hours**
 - setting up an office, including types of ownership, office procedures, checklists, general office policy, file review and management compliance with state law requirements and licensee relationships manual
 - the importance of regulation and statute changes, fair housing and diversity issues, employment contracts with licensees, how to handle complaints, risk management and legal liability and errors and omissions insurance

- 3.) Practical Supervision - 8 contact hours**
 - broker responsibilities
 - state requirements
 - office policy and procedures manual
 - communication
 - transaction management
 - final file review
 - licensee safety
 - checklists
 - disclosures, including property, licensee relationships, consumer pamphlet and waiver and buying or selling the licensee's own property
 - strategic alliance and business relationships in compliance with the law

- 4.) Risk Management - 7 contact hours**
 - basic office procedures for risk management
 - supervision failure, complaints, licensee relationships, confidentiality issues, and conflict of interest

You **MUST** complete the **30** hours of post-licensing education within 12 months of receiving your initial license.

Once you have completed the required education you **MUST** submit an Affidavit of Post-Licensing Education and fee **within 30 days after the 12 month period.** This form is available on the Commission web site at www.commerce.state.ak.us/occ/prec30.htm.

If you do not complete the required hours within the 12 month period, your license will lapse.