

Frank H. Murkowski, Governor
William C. Noll, Commissioner
Rick Urion, Director

Message From the Executive Administrator

Sharon J. Walsh, Executive Administrator

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CE CORNER

Advisory Group to Review Education Requirements in Real Estate

At the December meeting of the Alaska Real Estate Commission the members considered a motion to establish a temporary Advisory Group. The purpose is to evaluate all education issues, including but not limited to regulations in Articles 7 & 8. This group is to consist of 6 to 9 members making up a cross section of licensees throughout Alaska as well as interested educators. They will report their findings to the Commission at the June meeting in Fairbanks. At that time the Advisory Group will sunset having completed its intended mission.



The formation of the advisory group was a result of the Commission's decision to table the adoption of regulations to form an education committee.

As many of you know there was an education committee initially established as an advisory group but throughout the history of the Commission, the education committee never was formalized through the regulation process. The current Commission had to address this issue and subsequently dismantled the "education committee".

The Commission has briefly reviewed regulations for the formation of an education committee but has not taken any further action at this time.

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Commission Location

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Web: commerce.state.ak.us/occ/prec.htm

The Alaska Real Estate Commission will be closed to commemorate the following holidays:

January 16, 2006 (Martin Luther King Jr. Day)

February 20, 2006 (President's Day)

March 27, 2006 (Seward's Day)



COMMISSION MEMBERS

Barbara Ramsey, Chair
Associate Broker
3rd Judicial District

Roger A. Stone
Broker
1st Judicial District

Gene DuVal
Broker
4th Judicial District

David Somers, Vice Chair
Broker At Large

Rita Wilson, Education Liaison
Broker at Large

Bradley J. Fluetsch, CFA
Public Member

Tim Worthen
Public Member

COMMISSION STAFF

Sharon J. Walsh
Executive Administrator
269-8197

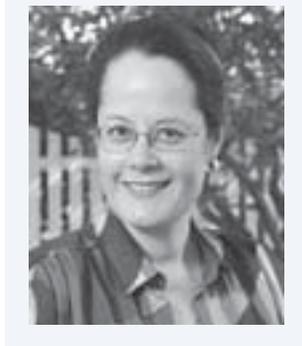
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Message From the Chair

By Barbara Ramsey



As we near the end of 2005 it is gratifying to look back on all that was accomplished this year at the Alaska Real Estate Commission (AREC). The following are just a few of the highlights:

1. The year started with the implementation of the consumer pamphlet and the waiver.
2. New statutes for licensee relationships under HB 29 were implemented and post-licensing under HB 169 will be implemented effective 1/1/06. (Both sponsored by Rep. Rokeberg)
3. A publication/education specialist staff person was hired.
4. Some of the results of having a full REC staff include:
 - a. The quarterly newsletter reinstated
 - b. New web site updates
 - c. A new education data base
 - d. List-serve implemented for mass distribution of notices
 - e. Broker manual has been updated and posted online.
 - f. Forms revised and updated
 - g. More opportunity to meet with licensees in their offices
5. Currently there are approximately 20 regulation projects in process that are in varying stages of completion.
6. Three regulation projects have been completed.
 - a. Regulations for post-licensing requirements have been outlined for brokers, associate brokers and sales persons.
 - b. License fees were updated
 - c. Clarification on what documents are needed when paying a referral fee.

Overall, license statistics show the real estate industry is continuing to grow. The numbers of licensees has increased an additional 225 and those upgrading to associate brokers/brokers is also up an additional 21 from the same time last year. It will be interesting to see what the final numbers are and how many remain active after this renewal period.

For 2006, my goal is to continue to focus on improving the quality of our education, updating regulations for continuity and increasing communication between the AREC and licensees.

As this year comes to an end, I also want to thank everyone for helping make this year a successful one - with special thanks to fellow Commission members and staff.

As always, the AREC staff and Commission members are available if you have any questions and concerns. I look forward to a productive 2006.

Seasons Greetings to all.

Meet Commissioner Rita Wilson



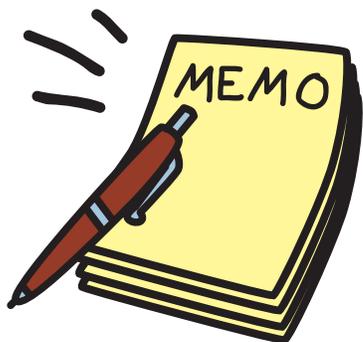
Rita Wilson, an “almost-life-long” Alaska resident, has been an active REALTOR for the past thirty years. In addition to being an Associate Broker for

Prudential Jack White Vista Real Estate, she is a Residential Sales Manager and Trainer for this prestigious 200+ licensee Anchorage real estate company.

In addition to designations as a Prudential National Trainer and a Certified Career Development Specialist (CCDS), she is an instructor for the professional national designations of Graduate Realtor Institute (GRI) and Accredited Buyer’s Representative (ABR). She is also a member of the national and local Certified Residential Specialist (CRS) chapters.

Rita served many years as a Director and an Officer with both the Anchorage Board of Realtors and the Alaska State Realtors Association. She also served on the Professional Standards Committee and as a Mediator for the Anchorage Board of Realtors. Rita is the recipient of numerous national, state, and local awards for preeminence in the real estate industry, including being awarded the honor of Anchorage Realtor of the Year.

Rita was appointed to serve on the Alaska Real Estate Commission in 2004.



Message From the Executive Administrator
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Perhaps, this is where our group of education advisors will assist in guiding the Commission in the next step of whether or not a permanent education committee is necessary.

If you are interested in being a participant on the advisory group please send me your current resume. The deadline for submission is January 13, 2006.

Keep Your CE Certificates

Each licensee is responsible for keeping his or her continuing education certificates for three years. Licensees will be required to submit an affidavit of education when renewing their licenses and, if audited, must supply copies of the original certificates.

The Commission office does not keep the certificates on file. If you have lost a certificate, you will have to obtain a duplicate from the instructor or entity that offered the course.

Renewal Update

We are well over half-way through the renewal cycle. Of the 2,400 licensees eligible for renewal 923 have renewed their licenses to date - just shy of 40%.

Please remember that your license expires on January 31, 2006.

You can renew online or through the mail. You can download the applications or renew online by visiting the Commission web site at: www.commerce.state.ak.us/prec.htm

AREC ListServ

Have you signed up for the AREC list serv yet? It’s a great way to stay informed with Commission news. Subscribe to the Alaska Real Estate Commission electronic mailing list and receive: meeting minutes agendas, notice of proposed regulations, and quarterly newsletters.



Upcoming Meetings

Mark your calendars for the next Real Estate Commission meetings:

March 13-14, 2006
Juneau

June 12-13, 2006
Fairbanks

If you would like to have information posted in the AREC Newsletter concerning dates and times of upcoming courses, please send an email to: teresa_thacker@commerce.state.ak.us
Deadlines for submission are as follows:

April 6, 2006
July 6, 2006



Proposed Regulations

The Commission, at their December 1, 2005 meeting in Anchorage drafted the following regulations. The Commission will notify licensees via List Serv once these proposed regulations will be available for public comment. The public comment period lasts for 30 days after which the Commission will review suggested changes from the public.

Alaska Real Estate Statistics

10/21/05 - 12/19/05

New Issues

New Salespersons: 66

Broker Upgrades: 19

License by Endorsement: 1

Active Licensees to Date

Salespersons: 1591

Associate Broker: 393

Broker: 486

1. 12 AAC 64.420(f), APPLICATION FOR COURSE CERTIFICATION, is a proposed regulation change that updates real estate education course renewal requirements.

The draft regulations will be available for viewing and public comment on the AREC web site at www.commerce.state.ak.us/prec.htm. Click on the "Proposed Regulations" link to download a copy of the proposed changes. For information about public comment click on the "Public Notices" link of the AREC web site.

Would you like to be notified of regulation changes?

If you wish to be added to the "Interested Parties List" in order to receive official notification of proposed regulation changes, you must contact the Regulations Specialist, Remigio C. Maiquis Jr. at (907) 465-2537, or by e-mail at jun_maiquis@commerce.state.ak.us.

News From ARELLO

Sharon J. Walsh, Executive Administrator for the Alaska Real Estate Commission has been appointed to the ARELLO Education Certification Committee (ECC).

At the recent ARELLO meeting held in Toronto, the Education Certification Committee directed staff to begin drafting documents for the development and implementation of an ARELLO Course Content Certification Program.

If you are interested in learning more about the ARELLO Course Content Certification Program, please visit the ARELLO web site at: www.arello.net

Important Dates

January 31, 2006

Deadline for License Renewal

January 31, 2006

Deadline for CE Course Renewal

January 31, 2006

CE Instructor Renewal Begins

March 31, 2006

CE Instructor Renewal Deadline



DON'T DELAY!

Your license renewal deadline is fast approaching. All licenses must be renewed by midnight **January 31, 2006**.

Now is the time to start thinking about Continuing Education. All CE must be completed by the January 31, 2006 renewal deadline.

Do You Have Your Designated CE's?

To meet the continued competency requirements for renewal, you must comply with the following:

AS 08.88.091(g)

The Commission shall establish core curricula in the following areas: Real Estate Sales, Commercial Sales, Community Association Management and Property Management. Licensees shall complete one of the four core curricula during each biennial licensing period as part of the licensees continuing education.

12 AAC 64.500(b)

An applicant for renewal of a broker, associate broker, or salesperson license must complete the following continuing education contact hours during the concluding licensing period:

- (1) an 8-hour continuing education core curriculum identified by the Commission, that stresses current trends in real estate practices and changes in state, federal and case law in the areas of real estate sales, property management, community association management, or commercial sales;
- (2) 12 contact hours of continuing education in elective topics that meet the requirements in (a) of this section.

12 AAC 64.500(f)

No more than 12 contact hours of credit from any one course content area may be accrued toward license renewal in a single licensing period.

12 AAC 64.500(h)

An applicant for renewal may not accrue continuing education contact hours for taking the same, or substantively identical, course more than once during a licensing period.

If you have any questions or concerns regarding continuing education requirements, please feel free to contact Teresa Thacker at 907.269.8168 or at teresa_thacker@commerce.state.ak.us

Reinstating a Lapsed License

A license may be reinstated without having to retest prior to the date printed on the inactive license certificate or the next renewal, whichever occurs first. A lapsed license will only be reinstated as an active license, per *12 AAC 64.07(e)*. The documents required for reinstatement of a lapsed license are:

- 1) A completed application to reinstate on the change of status form
- 2) Proof of necessary continuing education for the licensing periods that the license was inactive or lapsed.
- 3) Submit the appropriate fees

If a broker's license lapses, that broker's office will be closed until he/she reinstates their real estate license, submits an office registration form to re-open their office and pays the appropriate fees. All licenses/licensees registered to that office will be put in a suspended status due to a lack of an employing broker, unable to conduct real estate activities, until they reinstate their license with a new office or with the former office once it is properly licensed.

A person whose real estate license has been lapsed for less than 24 months is eligible for reinstatement.

A person whose real estate license has been lapsed for more than 24 months is not eligible for reinstatement of their license and is eligible for a license only by meeting the qualifications applicable to initial licensure under *AS 08.88.171*. (*AS 08.88.241, AS 08.88.091, AS 08.88.171, 12 AAC 64.071, and 12 AAC 64.071(e)*)

Recently Approved Courses

<u>COURSES</u>	<u>CREDIT</u>	<u>COURSE</u>	<u>TYPE</u>	<u>SPONSOR</u>	<u>CONTACT</u>
Current Trends	4 DCE	Course # 2197	CL	Charles Sandberg	907.244.3060
Paper Trails & Documentation	4 DCE	Course # 2198	CL	Traci Barickman	907.373.5219
Buyer Representation Agreement	2 DCE	Course # 2199	CL	Rita Wilson	907.762.3112
Pre Approval Good Faith Estimates	3 ECE	Course # 2200	CL	Rita Wilson	907.762.3112
CRS 107 Mastering the Art of Selling New Homes	8 ECE	Course # 2201	CL/CR/INT	Regina Harvey	800.462.8841
Property Disclosure - The Real Estate Professionals Guide	6 ECE	Course # 2202	CL/CR	Kathleen Kowalczuk	907.360.1176
Property Management & Managing Risk	6 ECE	Course # 2203	CL/CR	Kathleen Kowalczuk	907.360.1176
CRS 103 Maximize Your Potential Personally & Professionally	8 ECE	Course # 2204	CL/CR/INT	Regina Harvey	800.462.8841
CRS 200 Business Planning & Marketing for Residential	12 ECE	Course # 2205	CL/CR/INT	Regina Harvey	800.462.8841
CRS 210 Building and Exceptional Customer Service Business	12 ECE	Course # 2206	CL/CR/INT	Regina Harvey	800.462.8841
CRS 201 Listing Strategies for Residential Specialists	12 ECE	Course # 2207	CL/CR/INT	Regina Harvey	800.462.8841
The Escrow Closing Process	2 ECE	Course # 2208	CL/CR	Dennis Comeau	907.345.4916
Understanding Home Warranties & Their Value	1 ECE	Course # 2209	CL	Elise McCollough	907.242.0442
Industry Trends	4 DCE	Course # 2210	CR	Kathleen Kowalczuk	907.360.1176
Paper Trails & Documentation	4 DCE	Course # 2211	CR	Kathleen Kowalczuk	907.360.1176
The Preliminary Title Commitment & Clearing Title	2 ECE	Course # 2212	CL/CR	Dennis Comeau	907.345.4916
Real Estate Investment Analysis & Exchange	8 ECE	Course # 2213	CL	Lorman	715.833.3940
Credit Reporting	1 ECE	Course # 2214	CL	Linda Lewis	907.762.5890
Making Landlord Tenant Law Work in Alaska	3 DCE	Course # 2215	CL/SVR	Rachel Batres	907.272.7469
Working With Sellers	3 ECE	Course # 2216	CL	Anita Bates	907.265.9147
Purchase & Sales Agreements	4 DCE	Course # 2217	CL	Anita Bates	907.265.9147
Working With Buyers	3 ECE	Course # 2218	CL	Anita Bates	907.265.9147
Reviewing Changes in the Law: HB 29	4 DCE	Course # 2219	CL	Anita Bates	907.265.9147
Common Interest Communities	3 DCE	Course # 2220	CL	Anita Bates	907.265.9147
Legal Aspects of Common Interest Communities and HOA's	7 ECE	Course # 2221	CL	Kari Campbell	715.833.3940
At Home With Diversity	6 ECE	Course # 2222	CL	May Wan	206.423.6870
Ethics in the Real Estate Profession	3 ECE*	Course # 2223	CL/CR	Dennis Comeau	907.345.4916
Understanding Credit Scores and How to Raise Them	1 ECE	Course # 2224	CL	Jon Anderson	907.242.5353
Check It Out: Home Inspections	3 ECE	Course # 6856	INT	Cynthia Thomas	770.919.9191 x135
Ethics in Real Estate	3 ECE*	Course # 6857	INT	Cynthia Thomas	770.919.9191 x135
Using the Internet in Your Real Estate Practice	3 ECE	Course # 6858	INT	Cynthia Thomas	770.919.9191 x135
Meeting of the Minds	4 DCE	Course # 6859	CL/CR	Dennis Comeau	907.345.4916
Title Company Records & Plant Tour	1 ECE	Course # 6860	CL/CR	Dennis Comeau	907.345.4916
Methods of Residential Finance	6 ECE	Course # 6861	INT	Cynthia Thomas	770.919.9191 x135
ADA & Fair Housing	3 ECE	Course # 6862	INT	Cynthia Thomas	770.919.9191 x135
Maximize Your Buyers Borrowing	3 ECE	Course # 6863	INT	Cynthia Thomas	770.919.9191 x135
Structuring Ownership & Commercial Real Estate	6 ECE	Course # 6864	INT	Cynthia Thomas	770.919.9191 x135
Basic Real Estate Finance	6 ECE	Course # 6865	INT	Cynthia Thomas	770.919.9191 x135

LEGEND

DELIVERY TYPES

CL - Classroom
 CR- Correspondence
 INT - Internet
 SVR -Video Replay (supervised)
 SNT - Satalite Network

CREDIT TYPES

ECE- Elective Continuing Education
 DCE - Designated Continuing Education
 BPL - Broker Prelicensing
 SPL - Salesperson Prelicensing
 PLE - Post Licensing Education

*Course is approved for Designated Continuing

Education for the following core areas:

Community Association
 Property Management
 Commercial Sales

Recently Approved Instructors

<u>INSTRUCTORS</u>	<u>APPROVED TOPICS</u>	<u>NUMBER</u>	<u>CONTACT NUMBER</u>
Debbie Harrison	Topics: 1,2,3,4,6,9,10,14,15,16,17 18,19,21,25,28,30,32,33,34,35	Instructor # 592	907.355.8691
Linda Lewis	Topic: 10,11,23	Instructor # 593	907.762.5890
Shane Osowski	Topics: 3,4,6,8,9,11,14,19,24,25 27,30,31,32,33	Instructor # 598	907.929.2000
Ralph Ertz	Topics: 20,34	Instructor # 599 TEMP	907.272.2721
Steve Jones	Topics: 34,36	Instructor # 600 TEMP	907.277.6117
Joan Travostino	Topics: 11,30,34	Instructor # 601 TEMP	907.2727469
Goriune Dudukgian	Topics: 20,34	Instructor # 602 TEMP	907.272.7469
Sigurd Murphy	Topics: 30,34	Instructor # 603 TEMP	907.272.7469
Douglas Richards	Topics: 20,23,37	Instructor # 604	801.847.8300
Michael Selvaggio	Topics: 16	Instructor # 605	907.563.7183
Jon Anderson	Topic: 10	Instructor # 606	907.242.5353
May Wan	Topic: 10	Instructor # 607	206.423.6870

Looking Forward

The Alaska Real Estate Commission, at their September 22-23, 2005, meeting set the criteria for the 8 hours of designated continuing education that will be required for the next renewal period beginning **February 1, 2006** – **January 31, 2008**. The core hours approved for each area of specialization are listed below.

Licensees must complete all of the designated hours in one area of specialization. Please remember that courses must be approved by the Commission before they can be offered for credit.

Residential Sales

Contracts - 2 hours
 Risk Management - 2 hours
 Ethics - 2 hours
 Real Estate License Law - 2 hours

Commercial Sales

Contracts - 2 hours
 Risk Management - 2 hours
 Ethics - 2 hours
 Real Estate License Law - 2 hours

Community Association

Contracts - 2 hours
 Risk Management - 2 hours
 Ethics - 2 hours
 Real Estate License Law - 2 hours

Property Management

Contracts - 2 hours
 Risk Management - 2 hours
 Ethics - 2 hours
 Real Estate License Law - 2 hours



SALESPERSON

After initial licensing as a salesperson, to meet the real estate post-licensing education requirements, the salesperson must complete the following course modules:

1.) Contracts & Agreements - 6 hours

- purchase and sales agreements
- addendum and amendments
- counteroffers
- contingencies
- multiple offers
- back up offers
- differences between residential, land and commercial transactions
- personal service agreements

2.) Property Management - 3 contact hours

- landlord tenant act
- rental, lease, and occupancy of residential and commercial properties
- associations
- cooperatives
- personal service agreements, management agreements and lease listing agreements
- security deposit statements

3.) License Law - 2 contact hours

- consumer pamphlet and waiver
- ethics
- surety fund
- confidentiality
- conflict of interest

4.) Paperwork & Risk Management - 4 contact hours

- mandatory and area specific property disclosure
- environmental issues
- zoning
- covenants, conditions and restrictions
- title reports
- resale certificates and public offering statements
- home inspections and repair negotiations
- surveys
- record keeping

5.) Evaluation & Pricing - 2 contact hours

- competitive market analysis and appraisals
- showing property

6.) Financing & Closing - 3 contact hours

- importance and differences of pre-approval letters and pre-qualifications, good faith estimates and loan types, including Internet lending programs
- review of settlement statements, security deposit transfers, rent prorations, seller net proceeds and variations in loan costs
- the closing process
- good fund law

You **MUST** complete the 20 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. This form is available on the Commission web site at www.commerce.state.ak.us/occ/prec.htm.

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

BROKER/ASSOCIATE BROKER

After initial licensing as a broker or associate broker, to meet the real estate post-licensing education requirements the broker or associate broker must complete the following course modules:

1.) Surety Fund, Trust Account & General Accounts - 5 contact hours

- surety fund issues, including case studies on misrepresentation, conversion of trust fund, fraud and deceit
- trust accounts, different types of accounts & how to set up and manage trust accounts and general accounts, importance of good record keeping

2.) Practical Office Management - 4 contact hours

- setting up and 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 - 6 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 - 5 contact hours

- basic office procedures for risk management
- supervision failure, complaints, licensee relationships, confidentiality issues, and conflict of interest

You **MUST** complete the 20 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. This form is available on the Commission web site at commerce.state.ak.us/occ/prec.htm.

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

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