



State of Alaska

REAL ESTATE COMMISSION

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Procedures for Licensing

License Applications:

Initial Salesperson License- Process

- Review application for completeness by completing the internal checklist:
- 40 hours of pre-licensing certificate(s).
- Original (not a copy) score/exam sheet from Pearson Vue Testing Center.
- Appropriate fee.
- If applicable, a license history from another jurisdiction in which they held a real estate license.
- Notarized Signature on application-must be the original (a copy is not acceptable).
- Completed Employing Broker information and signature.
- If Branch affiliation, then must have both Associate Broker signature and principle Broker's signature on the application.
- If application is complete then Licensing Examiner (LE) submits the completed checklist with application to the Executive Administrator (EA) for approval of the applicant.
- LE submits new applications for review every Wednesday after the staff meeting.
- EA reviews applications and returns approved with signature every Friday.
- LE enters the applicant into the Licensing database with an assigned license number.
- New licensees are required to complete 30 hours of Post-Licensing Education (PLE) within the first 12-months of initial licensure. License information for PLE candidates is noted on the license and in our database with an expiration date of PLE completion and the final date for submission into the REC office.
- Therefore, a blue-colored license is sent to the new employing broker.
- Licenses are printed and mailed to the Employing Broker every Friday.
- All new licensees and their employing brokers are sent an information sheet outlining the PLE; license renewal & continuing education (CE) and business licensing requirements. The information sheet also includes the policy on random CE audits, address changes, fees and other services the REC regulates.
- All new licensees are logged in a licensing continuum book, as well as the PLE dates kept by the Commission office for historical purposes. This information has recently been tracked using Excel spreadsheets.
- LE creates new file folders for each new licensee based on numerical order.
- New applications are filed by license number weekly and stored in onsite locked filing cabinets.

Completion of PLE:

- Licensees upon completion of 30 hours of PLE, must submit an Affidavit of PLE, appropriate fee and a copy of the certificate showing they have completed 30 hours of PLE.
- This Affidavit form does not require a notary.
- LE reviews Affidavit for completeness.
- If complete, then LE updates the licensing database eliminating the PLE requirements on the licensee's information screen.
- A new (beige-colored) license is then issued and sent to the Employing Broker.
- This change is recorded in an Excel spreadsheet by the LE with the effective date.
- This activity is also completed every Friday --mailed to Broker and filed in licensees folder.

Application to Change License Status:

Transferring a license to another brokerage

- Licensee must complete the Change of License Status form to transfer.
- Terminating Broker information requested on the Change of Status form needs to be completed.
- Terminating Broker MUST sign and date the front of the license and return it to the Commission office.
- The appropriate fee has been submitted to transfer to a new office.
- In addition, the new employing broker must sign and date the Change of Status transfer form-allowing for the licensee to come into the brokerage.
- The licensee's signature MUST be notarized - the Commission office will only accept original signatures on the transfer form.
- After review by the LE for completeness, the transfer of the licensee is processed and entered into the Licensing database immediately showing the transfer.
- A new license is issued with the new broker information and sent to the broker.

Incomplete Transfers:

- If the licensee doesn't submit all of the required documentation or fees it delays the licensee's transfer process
- If any of the following are missing it makes the transfer incomplete:
 - No signature
 - No fees
 - Terminating Broker signature missing
 - Employing Broker signature missing
 - License is not returned, signed and dated by Broker or
 - Broker Notice to REC of Licensee Termination form is not completed

Incomplete Transfers continued:

- LE will send status letter indicating which of the above item(s) is missing
- *New-LE* will also place a call to the licensee indicating that the transfer form is incomplete
- LE puts incomplete transfer documents in appropriate pending file (depending on what is missing)
- A transfer only allows for a 30-day grace period
- By day 31 the LE changes the licensee status to AWOL in the Licensing database because the licensee is not affiliated with a Broker
- Update information recently processed in the licensee's file