



State of Alaska
REAL ESTATE COMMISSION
550 West 7th Avenue, Suite 1950
Anchorage, AK 99501-3567
Telephone: (907) 269-8162 Fax: (907) 269-1066
E-mail: license@commerce.state.ak.us
Web site: commerce.state.ak.us/occ/prec.htm

Procedure To Upgrade from a Salesperson to an Associate Broker(AB) or a Broker(B)

- LE to review application for completeness-which includes:
- A certificate showing 15 hours of Broker Upgrade Training from an approved AREC school.
- Original (not a copy) score/exam sheet from Pearson Vue Testing Center that shows the licensee passed the exam.
- Submittal of appropriate fee to upgrade license to AB or B.
- Notarized signature on application-must be the original signature (a copy is not acceptable).
- Completion of form "Verification of Real Estate Licensee Experience" which validates 24 months of Salesperson experience.
- Complete Employing Broker information and a valid Broker's signature.
- If upgrading to a Broker, the new office registration form must be completed as part of the packet for review by the Executive Administrator.
- If application is complete then the LE fills out the internal Check List form before submitting to the EA for approval of application.
- LE submits AB or B upgrade application to EA for review every Wednesday.
- EA reviews application and returns approved application with signature.
- LE enters the AB or B upgrade application into the Licensing database every Friday.
- New AB or B licensees are required to complete 30 hours of AB/B PLE within the first 12 months. License information for PLE candidates is noted on the license and in the Licensing database with the expiration date of PLE. In addition, the license also indicates the completion and the final date for submission of PLE into the REC office. PLE is noted by hand in the Licensing Continuum book.
- A blue-colored license is sent to the employing broker –indicating a new license with PLE requirements.
- LE reviews expiration dates of PLE candidates on a monthly basis from the Continuum book and provides the candidate and their Broker a letter advising them of the expiration date 30 or 60 days out. The LE logs the date that the letter was sent to the licensee and their Broker.
- Licensees that have upgraded to an AB or B are sent an information sheet outlining the PLE; license renewal, 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.
- The license numbers and PLE dates are logged in a Licensing Continuum book that is kept by the REC office for historical purposes. This information is also tracked using an Excel spreadsheet within the last two years.
- Applications and all licensee information received are filed in the licensees file folder that is in a locked filing cabinet at the REC office.
- Expired licensing files are kept at Alaska Archives here in Anchorage per the State of Alaska Retention Schedule.