



**Real Estate Commission**

550 West 7th Avenue, Suite 1500, Anchorage, AK 99501

Phone: (907) 269-8160

Email: [RealEstateCommission@Alaska.Gov](mailto:RealEstateCommission@Alaska.Gov)

Website: [ProfessionalLicense.Alaska.Gov/RealEstateCommission](http://ProfessionalLicense.Alaska.Gov/RealEstateCommission)

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## Instructor Initial Application Instructions

To be approved as an instructor, an applicant must have experience teaching or training adults\*, and at least one of the following:

- A bachelor's degree in real estate or a related field
- Five years' experience as a real estate licensee with documented experience in the topic area the applicant is seeking approval to teach
- Another combination of experience and education that establishes the applicant's credentials in the requested topic area
- To be listed as an approved instructor by a national organization that offers professional real estate courses that have been approved by the Commission for continuing education credit under 12 AAC 64.420

*\*Successful completion of an instructor workshop sponsored by ARELLO, NAR, REEA, IRWA, CIA or other national organizations determined to be comparable by the Commission, or the Commission's designee, may be substituted for the teaching experience or training required.*

### **CHANGE OF ADDRESS**

To ensure proper notification of changes to regulations concerning real estate education, updated applications and forms and information about renewing course and instructor certification, please notify the commission of any address change.

### **INSTRUCTOR RENEWAL**

An instructor approval expires on April 1 of years ending in 0 or 5. An initial instructor approval issued from January 1 through April 1 of a year ending in 0 or 5 will expire on April 1 of the next year that ends in a 0 or 5. Renewal paperwork is mailed to instructors 60 days prior to the renewal deadline. All instructors must be renewed with the Commission 45 days prior to the teaching of a course for credit.

### **CONTINUING EDUCATION REQUIREMENTS FOR LICENSEES**

All licenses expire on January 31 of even-numbered years. Currently, licensees are required to complete 20 contact hours of continuing education. Of those hours, 8 hours must be designated continuing education and 12 hours elective continuing education.

Beginning February 1, 2008, all new licensees will be required to complete 30 hours of post-licensing education within the first year of being licensed.

### **CONTINUING EDUCATION CATALOG**

A searchable catalog of all approved continuing education courses and corresponding instructors is available on the AREC web site at [ProfessionalLicense.Alaska.Gov/RealEstateCommission](http://ProfessionalLicense.Alaska.Gov/RealEstateCommission).



THE STATE  
of **ALASKA**

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

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**Instructor Initial Application**

**PART I Payment of Fees**

<b>Required Fees:</b>	<input type="checkbox"/> Certification Fee	<b>\$200.00</b>
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**PART II Personal Information**

<b>Full Legal Name:</b>			
<b>Provide all other names used (maiden, nicknames, aliases).</b> If any documentation will be received in a prior name, you must provide a certified true copy of the documentation showing proof of legal name change(s).			
<input type="checkbox"/> Not Applicable <input type="checkbox"/> Other Names Used: _____			
<b>Mailing Address:</b>	P.O. Box or Street	City	State Zip
<b>Contact Phone:</b>		<b>Date of Birth:</b>	
<b>EMAIL AGREEMENT:</b> By choosing to receive correspondence on any matter affecting my license or other business with the Alaska Division of Corporations, Business and Professional Licensing, I agree to maintain an accurate email address through the MY LICENSE web page. I understand that failure to check my email account or to keep the email address in good standing may result in an inability to receive crucial information, potentially resulting in my inability to obtain or maintain licensure.			
<b>Email Address:</b>		<b>Select One:</b>	<input type="checkbox"/> Send my Correspondence Electronically <input type="checkbox"/> Send my Correspondence by Mail
<i>Note: If both boxes are selected above, you will receive correspondence electronically.</i>			
<input type="checkbox"/> I understand, in order to receive optional communications from the Real Estate Commission, I must subscribe to the ListServ at <a href="https://list.state.ak.us/mailman/listinfo/commerce-rec">https://list.state.ak.us/mailman/listinfo/commerce-rec</a> .			

**PART III Minimum Qualifications**

Method	Qualifications	Required Documentation
<input type="checkbox"/> 1.	A bachelor's degree in real estate or a related field.	Current Resume Documenting Degree and Experience in Chosen Topics - AND - Proof of Experience Teaching or Training Adults, <b>OR</b> Certificate of Completion of an Instructor Workshop
<input type="checkbox"/> 2.	Five years' experience as a real estate licensee with documented experience in the topic area(s) the applicant is seeking approval to teach.	Current Resume Documenting Experience in Chosen Topics - AND - Proof of Experience Teaching or Training Adults, <b>OR</b> Certificate of Completion of an Instructor Workshop

### PART III Minimum Qualifications *(continued)*

Method	Qualifications	Required Documentation
<input type="checkbox"/> 3.	Another combination of experience and education that established the applicant's credentials in the requested topic area(s).	Current Resume Documenting Experience in Chosen Topics - AND - Proof of Experience Teaching or Training Adults, <b>OR</b> Certificate of Completion of an Instructor Workshop
<input type="checkbox"/> 4.	Be listed as an approved instructor by a national organization that offers professional real estate courses that have been approved by the commission for continuing education credit under 12 AAC 64.420.	Current Resume - AND - Copy of Certificate or Proof of Organization Membership - AND - Proof of Experience Teaching or Training Adults, <b>OR</b> Certificate of Completion of an Instructor Workshop

### PART IV Instructor Education

Have you successfully completed an instructor development workshop*? <i>If yes, attach copy of the certificate of completion.</i>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date Attended:		Location:	
Workshop Sponsor:	<input type="checkbox"/> IRWA (International Right of Way Association)	<input type="checkbox"/> CIA (Community Association Institute)	
	<input type="checkbox"/> NAR (National Association of Realtors)	<input type="checkbox"/> IREM (Institute of Real Estate Management)	
	<input type="checkbox"/> REEA (Real Estate Educators Association)	<input type="checkbox"/> AREC (Alaska Real Estate Commission)	
	<input type="checkbox"/> ARELLO (Association of Real Estate License Law Officials)		

\*Successful completion of an instructor workshop sponsored by ARELLO, NAR, REEA, IRWA, CIA or other national organizations determined to be comparable by the Commission, or the Commission's designee, may be substituted for teaching experience or training required.

### PART V Teaching Experience

If you are seeking instructor approval through methods 2 or 3 of Part III (page 1 and 2), you will need to complete the following information. You must be able to show that you have active experience teaching or training adults.

Date	Teaching Experience	Hours Taught
<b>Total Hours:</b>		

**PART VI Topic/Subject Area**

Check each subject area and topic number that you are requesting approval to instruct. **Remember: You must be able to show that you have experience in each subject area.**

Topic Number	Subject Area
<input type="checkbox"/> 1	Licensee Relationships
<input type="checkbox"/> 2	Closing Transactions
<input type="checkbox"/> 3	Common Interest Ownership and Resale Certificates Required Under AS 34.08.590
<input type="checkbox"/> 4	Communications, Negotiations, and Real Estate Counseling Skills
<input type="checkbox"/> 5	Repealed 6/28/1997
<input type="checkbox"/> 6	Contracts
<input type="checkbox"/> 7	Energy Conservation
<input type="checkbox"/> 8	Health, Safety, Environmental Issues and ADA Compliance
<input type="checkbox"/> 9	Fair Housing, and Equal Opportunity Laws
<input type="checkbox"/> 10	Financing Real Estate
<input type="checkbox"/> 11	Foreclosure, Judgements and Bankruptcy
<input type="checkbox"/> 12	International Real Estate Transactions
<input type="checkbox"/> 13	Land Use, Planning, Zoning and Building Codes
<input type="checkbox"/> 14	Legal Descriptions
<input type="checkbox"/> 15	Listing Responsibilities
<input type="checkbox"/> 16	Marketing Property
<input type="checkbox"/> 17	New Construction
<input type="checkbox"/> 18	Prohibited Conduct
<input type="checkbox"/> 19	Property Disclosure and Inspections
<input type="checkbox"/> 20	Residential Property Management
<input type="checkbox"/> 21	Property Valuation
<input type="checkbox"/> 22	Real Estate Brokerage Management
<input type="checkbox"/> 23	Real Estate Investment Analysis
<input type="checkbox"/> 24	Real Estate Property Law

**PART VI** Topic/Subject Area *(continued)*

Topic Number	Subject Area
<input type="checkbox"/> 25	Real Estate License Law
<input type="checkbox"/> 26	Securities
<input type="checkbox"/> 27	Title Insurance and Lien Law
<input type="checkbox"/> 28	Trust Account Management
<input type="checkbox"/> 29	Trusts, Estates and Probate
<input type="checkbox"/> 30	Ethical Decision Making in Real Estate Transactions
<input type="checkbox"/> 31	Community Association Management
<input type="checkbox"/> 32	Community Association Documents
<input type="checkbox"/> 33	Risk Management
<input type="checkbox"/> 34	Alaska Landlord Tenant Law
<input type="checkbox"/> 35	Customer Client Services
<input type="checkbox"/> 36	Commercial Property Management
<input type="checkbox"/> 37	Tax Law and Exchanges
<input type="checkbox"/> 38	Broker Disclosure Responsibility
<input type="checkbox"/> 39	Broker Supervision
<input type="checkbox"/> 40	Broker Trust Account Responsibility
<input type="checkbox"/> 41	Organizing and Managing a Real Estate Offices

**PART VII** Alaska Law

I hereby certify I have reviewed, understand and will abide by the statutes and regulations applicable to my profession (AS 08.88 and 12 AAC 64).

## PART VIII Professional Fitness Questions

The following questions must be answered. "Yes" answers may not automatically result in license denial.

For each "yes" response to any question, you must provide an **explanation and documentation**. Use the letter of explanation form (#08-4752) appended to this application; include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances. A separate letter of explanation form must be provided for each "yes" answer documented below. Documentation includes copies of court orders, charging documents, board, or license actions, etc.

When in doubt about your response, disclose and provide the required explanation and documents. Applications submitted without the required attachments will be considered incomplete and will not be processed.

The contents of licensing files are generally considered public records, unless required to be kept confidential by state or federal law.

### When in doubt, disclose and explain.

1. Within the last 5 years preceding the date of this application, have you had a real estate license revoked, denied, suspended, surrendered, placed on probation, or subject to any restriction, censure, reprimand, consent agreement or any other disciplinary or license action?  Yes  No
2. Are you the subject of an unresolved complaint or disciplinary action before a real estate regulating authority or a professional real estate association?  Yes  No

"Yes" Answers

If you answered "yes" to any of the above questions, you must submit signed and dated documentation explaining the specific circumstance(s) of the incident(s).

## PART IX Required Documents

Unless otherwise indicated, all documents must be submitted with the instructor approval application. Applications will not be reviewed and approved until the application packets are complete.

**An instructor must be approved/certified to teach the same topics of any approved course they apply to teach and are being offered for credit through the Alaska Real Estate Commission.**

Attachments	Office Use Only
<input type="checkbox"/> Completed Application, submitted at least 45 days prior to course instruction	
<input type="checkbox"/> INSTRUCTOR APPROVAL FEE: \$200.00	
<input type="checkbox"/> Certificates of Completion From Instructor Development Workshop	
<input type="checkbox"/> Proof of Instructor Approval by National Organization (if applicable)	



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**Signature Page**

<b>Applicant Name:</b>		
<b>Alaska License Number (if known):</b>		<input type="checkbox"/> <i>Application in Process</i>

**PART X Agreement**

I hereby certify I am the person herein named and subscribing to this application. I further certify I have read the complete application, and I know the full content thereof. I declare all of the information contained herein, and evidence or other documents submitted herewith are true and correct.

I understand any falsification or misrepresentation of any item or response in this application, or any attachment hereto, or falsification or misrepresentation of documents to support this application, is sufficient grounds for denying, revoking, or otherwise disciplining a license, registration, certificate, or permit to practice in the state of Alaska.

I further understand it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

<b>Applicant Signature:</b>		<b>Date Signed:</b>	
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**Professional Licensing**  
PO Box 110806, Juneau, AK 99811  
Phone: (907) 465-2550  
Email: [License@Alaska.Gov](mailto:License@Alaska.Gov)  
Website: [ProfessionalLicense.Alaska.Gov](http://ProfessionalLicense.Alaska.Gov)

## Letter of Explanation for a Professional Fitness “Yes” Answer

Use this form only to explain and document any professional fitness “yes” answers. A “yes” answer is not necessarily disqualifying but concealing one may be.

Each “yes” answer requires a separate explanation and associated documentation. Submit all relevant documentation with this form, even if you have previously provided it.

- **Explanations** include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances. If the space provided is insufficient, make additional copies as needed.
- **Documentation** includes copies of court orders, charging documents, board or license actions, decisions against your professional certification, satisfaction of consent agreements (fines paid, community service completed, off probation, etc.), and fitness to practice letters (statement from your provider that you are safe to practice if you check “yes” to any of the questions regarding mental or physical health, or drug or alcohol abuse or addiction).
- **Disciplinary actions** may include, but not be limited to, suspension, surrender, revocation, probation, academic probation, reprimand, censure, restricted license, limited license, conditioned license, or letters of counseling, concern, advice, warning, caution, admonishment, or reprimand.

If you have multiple “yes” answers or multiple incidents for any professional fitness question, you must use a separate copy of this form and provide a full explanation and documentation for each incident.

The contents of licensing files are generally considered public records, unless required to be kept confidential by state or federal law.



Write the professional fitness question number you are answering “yes” to in the box.

<b>Location of Incident:</b>		<b>Date of Incident:</b>	
<b>Explanation of Incident:</b> When in doubt, disclose and explain. <i>Make copies as necessary.</i>			

**Did you attach all applicable documents associated with this incident?**

- Court Orders     
  Consent Agreements     
  Disciplinary Actions     
  Charging Documents  
 Court Records     
  Fitness to Practice     
  All Other Documentation Related to This Incident  
 I have additional incidents for this “yes” answer, or “yes” answers to other Professional Fitness questions and have attached a separate copy of this form for each incident.

<b>Full Name:</b>		<b>Program:</b>	
<b>Signature:</b>		<b>Date Signed:</b>	





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State of Alaska  
PO Box 110806, Juneau, AK 99811  
Phone: (907) 465-2550

## Credit Card Payment Form

All major credit cards are accepted. For security purposes, do not email credit card information. Include this credit card payment form with your application.

Name of Applicant or Licensee:			
Profession Type (e.g., Acupuncture):		License Number (if applicable):	
I wish to make payment by credit card for the following (check all that apply):			AMOUNT
<input type="checkbox"/>	Application Fee:		
<input type="checkbox"/>	License or Renewal Fee:		
<input type="checkbox"/>	Other (fine, exam, etc.):		
1.			
2.			
			TOTAL:

Name (as shown on credit card):			
Mailing Address:			
Phone Number:		Email (Optional):	
Signature of Credit Card Holder:			

### CREDIT CARD INFO: Your payment cannot be processed unless all fields are completed.

1. Credit Card Number:		<p><b>All 3 fields MUST be completed.</b></p> <p>This section will be destroyed after the payment is processed.</p>
2. Expiration Date:		
3. Security Code:		