



State of Alaska  
Department of Commerce, Community and Economic Development  
Division of Corporations, Business and Professional Licensing  
**REAL ESTATE COMMISSION**  
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## REAL ESTATE SALESPERSON APPLICATION BY ENDORSEMENT

Please read instructions before completing this application. Any portion of application that is not submitted may delay the issuance of your license.

### APPLICATION PROCEDURES

The following items must be on file before you will be considered for Salesperson License by Endorsement:

1. A complete and notarized application. (12 AAC 64.059(c)(1)).
2. Payment of the required fees (12 AAC 64.059(c)(1) and 12 AAC 02.360(2)(9)):

Nonrefundable application fee:	\$200.00
License fee:	\$200.00
Recovery Fund fee:	<u>\$ 30.00</u>
<b>Total:</b>	<b>\$430.00</b>
3. Provide a License History, including License Status, from jurisdiction where you hold or have ever held a Real Estate License. At least one jurisdiction must reflect licensure at the Salesperson level, and that license must be current and active on the date your Alaska application is considered "complete". The License History information must be sent directly from another licensing authority to the Alaska Real Estate Commission **LICENSE HISTORIES/CERTIFICATIONS CANNOT BE ACCEPTED DIRECTLY FROM APPLICANTS.** 12 AAC 64.059 (c), (12 AAC 64.059 (c)(4), 12 AAC 64.061 (b)(c)).
4. Submit the **original** exam score sheet showing proof of passing the "Alaska" portion of the Salesperson exam. Exam scores are **valid ONLY for six months from date of exam.** You **must** have a complete application filed with the Alaska Real Estate Commission prior to expiration of the exam scores. For information and the application for examination, contact Pearson VUE at 1-800-274-5992 or [www.pearsonvue.com](http://www.pearsonvue.com). (08.88.171(c), 08.88.263(1), 12 AAC 64.059(c)(2) and (3), and 12 AAC 64.060(e))
5. Provide evidence of completing a 6-hour course on Alaska's Real Estate Law. (12 AAC 64.059(c)(6); 12 AAC 64.063 (c)(7)). In accordance with 12 AAC 64.063(2), all real estate education courses used to qualify for initial licensure must have been completed within the 18 months immediately preceding the date of the application. For a list of approved schools go to: [www.commerce.alaska.gov/occ/prec.htm](http://www.commerce.alaska.gov/occ/prec.htm). Education certificates are valid **ONLY** for 18 months from date course was completed.
6. Submission of proof of Salesperson prelicensing education equivalent to the 40 hours required in 12 AAC 64.063(c). Copies of your education certificates or a transcript is required. In accordance with 12 AAC 64.063(a)(2), these hours must have been completed within 24 months immediately preceding the date of application. (Education topics listed in 12 AAC 64.063(c)(1) – (8)) are:

Licensee Relationships, disclosure and conflict of interest – 6 contact hours;  
Forms of ownership, including role of community associations – 4 contact hours;  
Property law, public and private rights and limitations – 4 contact hours;  
Forms of conveyances and recording of documents – 4 contact hours;  
Contracts and transaction documents, including resale certificates – 8 contact hours;  
Financing instruments and accounting principals for community associations – 6 contact hours;  
Alaska real state license law and Alaska landlord tenant law – 6 contact hours; and (see #5 above)  
Federal fair housing and RESPA laws – 2 contact hour. (08.88.091(b), 12 AAC 64.059 (c)(5))
7. Completion of a written statement verifying you have worked as a Real Estate licensee, as your principle occupation, within the immediate six months proceeding the date of application. The statement is included as section C of the application form. To be eligible for endorsement, you must have within those six months been employed by or affiliated with a broker.
8. Supporting documentation for any "yes" answers. Supporting documents include the charging document and judgment for each criminal conviction. For any other "yes" answer, provide copies of court records, copies of license actions, and any other applicable documents. Additionally, provide your explanation on a separate sheet of paper labeled with your name, and signed by you; include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances.

## **POST LICENSING EDUCATION**

All new licensees are required to complete 30 hours of post-licensing education (PLE). This education must be completed within one year after the date of initial salesperson or broker licensure. This is in addition to the 20 hours of continuing education that you must complete to renew your license. After the required 30 hours of PLE is completed an Affidavit of Post Licensing Affidavit form (08-4326) **MUST** be submitted to the Real Estate Commission. Copies of all certificates of the completed education and appropriate fees must accompany the PLE Affidavit within 30 days after the 1 year period of initial licensure (AS 08.88.095) or the license will lapse. New licensees applying for licensure by endorsement who hold a active and valid real estate license in another state and have been licensed by that state for 1 year or more are **NOT** required to complete PLE (AS 08.88.263(3)). Additional information about post-licensing requirements is available on the Commission web site in the Professional Licensing Section at [www.commerce.alaska.gov/occ/](http://www.commerce.alaska.gov/occ/).

## **GENERAL INFORMATION**

In accordance with 12 AAC 02.900, a person licensed by the Real Estate Commission is required to maintain a current, valid mailing address on file with the division at all times.

- Please notify the division, in writing, should you have a change of address.
- In accordance with AS 08.88.321, the license certificate of a Broker must be displayed in the Broker's principle office.

## **RENEWAL INFORMATION**

All licenses expire on January 31 of even-numbered years. Exception: Licenses issued within 90 days of the expiration date will be issued through the next biennium.

Continuing education is required at the time of renewal; refer to 12 AAC 64.500 for continuing education requirements.

## **SOCIAL SECURITY NUMBERS**

In accordance with AS 08.01.060, the department is not authorized to issue a license to a natural person, unless the applicant's Social Security Number has been provided to the department. If you are a foreign citizen unable to obtain a United States Social Security Number, please contact the division for further instructions or obtain the Exception from SSN Requirement Form number 08-4372, from the division Web Site at: [www.commerce.alaska.gov/occ/](http://www.commerce.alaska.gov/occ/).

## **PUBLIC INFORMATION**

All information contained in and supplied with this application will be available to the public unless required to be kept confidential by law. Current licensee information is available on the Division of Corporations, Business & Professional Licensing web site at: [www.commerce.alaska.gov/occ/](http://www.commerce.alaska.gov/occ/) under License Search.

## **STATUTES AND REGULATIONS**

Copies of the statutes and regulations referenced in this application may be obtained at: [www.commerce.alaska.gov/occ/](http://www.commerce.alaska.gov/occ/) or may be obtained from the Commission office.

## **PAYMENT OF CHILD SUPPORT**

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, or if the Alaska Commission on Postsecondary Education has determined you are in loan default, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 or the Postsecondary Education office at (907) 465-2962 or 1-800-441-2962 to resolve payment issues.

## **"YES" RESPONSES**

A "Yes" response in the application does not necessarily mean your application will be denied. If you have responded "Yes" to any question in the application, additional time will be required for the gathering and assessment of pertinent information. You can expedite this process by providing, with your application, complete explanation and documentation for any "Yes" responses. (See application procedures #8)



**C. LICENSE/CERTIFICATE HISTORY**

List all states or jurisdictions in which you are currently, or have ever held a license/certification in the Real Estate profession. **License histories/certifications must be sent directly to the Alaska Real Estate Commission from another licensing authority.** (See Application Procedures #3). License history(ies) must be received before a license can be issued.

1. Have you **ever** held a real estate license in any other state or jurisdiction?.....  YES  NO

A. If yes, list all states or jurisdictions in which you are currently, or ever have been, licensed/certified in the Real Estate profession. (Use additional sheets as necessary)

<u>License/Certificate Number</u>	<u>License Category</u>	<u>State</u>	<u>Active/Inactive</u>	<u>Expiration Date</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

If additional room is needed, please continue on an attached page.

**D. PRINCIPAL OCCUPATION STATEMENT**

In accordance with 12 AAC 64.061 (2), I verify that I have practiced Real Estate actively as my principal occupation within the immediate six months preceding this application.

Dates of Practice: \_\_\_\_\_ Brokerage Name: \_\_\_\_\_

**E. ALASKA EMPLOYING BROKER INFORMATION**

**Notice to Employing Broker:** Please review and initial the first page of this application before signing.

Employing Broker's Name (print): \_\_\_\_\_ Broker #: \_\_\_\_\_

Business Name: \_\_\_\_\_ Office #: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Broker's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Broker's Have (Print): \_\_\_\_\_ Associate Broker #: \_\_\_\_\_  
**(if working in Branch office)**

Associate Broker's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
**(both signatures needed if in branch office)**

**F. CERTIFICATION OF INFORMATION**

I HEREBY CERTIFY that the information contained in this application is true and correct to the best of my knowledge. I am not omitting any information which might be of value to this commission in determining my qualifications; and I agree that any falsification, omission, or withholding of information of facts concerning my qualifications as an applicant shall serve as sufficient grounds for the suspension, cancellation, or revocation of my broker certificate, even though it is not discovered until after issuance.

**WARNING:** Per 12 AAC 64.160, making false or fraudulent representation or material misstatement on an application for a license, renewal, or examination is grounds for revocation, suspension or denial of a license. The person may also be subject to criminal charges for perjury or unsworn falsification (AS 11.56.210 and AS 11.56.230).

**SIGN HERE** 

\_\_\_\_\_  
*Signature of Applicant*

SUBSCRIBED AND SWORN BEFORE ME, a Notary Public in and for the State of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

SEAL

\_\_\_\_\_  
*Signature of Notary Public*

My Commission Expires: \_\_\_\_\_