



State of Alaska
 Department of Commerce, Community and Economic Development
 Division of Corporations, Business and Professional Licensing
REAL ESTATE COMMISSION
 550 West 7th Avenue, Suite 1500
 Anchorage, AK 99501
 Phone: (907) 269-8162 ★ Fax: (907) 269-8196
 E-mail: license@alaska.gov
 Website: www.commerce.alaska.gov/occ/

REC/ZSU

For Division Use Only

REAL ESTATE SALESPERSON APPLICATION BY EXAMINATION

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

APPLICATION PROCEDURES

The following documents must be submitted before your application will be considered for licensure.

1. Completed application, signed and notarized.
2. Payment of the required fees (12 AAC 64.059(b)(5)(6); 12 AAC 02.360(2)(9))

Nonrefundable application fee:	\$200.00
License fee:	\$200.00
Recovery Fund fee:	<u>\$ 30.00</u>
Total	\$430.00
3. Submit the **original** exam score sheet showing proof of passing the Alaska Real Estate Salesperson examination. 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 exam scores. For information and the application for examination, contact Pearson VUE at 1-800-274-5992 or www.pearsonvue.com. (08.88.171(c), 12 AAC 64.010; AAC 64.059(b)(2))
4. Provide a certificate of completion of the required 40 hours of pre-licensing education. (AS 08.88.091(b); AS 08.88.171(c); 12 AAC 64.059(b)(4)). Education certificates are valid only for 18 months from date of completion.
5. Provide a license history/certification from each jurisdiction where you hold or have ever held a Real Estate license. License histories/certification **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 64.060(h)).**
6. 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.

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.

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 or the license will lapse (AS 08.88.095). 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/.

SOCIAL SECURITY NUMBERS

Under AS 08.01.100(e) a license may not be renewed if the licensee's United States Social Security Number is not on file. If you do not have a social security number, you must complete the form Request for Exception from Social Security Number Requirement located on the division's web site at: www.commerce.alaska.gov/occ/ or contact the division office for the form.

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 and Professional Licensing web site at: 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/ or may be obtained from the Commission office.

PAYMENT OF CHILD SUPPORT AND STUDENT LOANS

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 explanations and documentation for any "Yes" responses. (See application procedures #6)



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Total fees: \$430.00

A. BIOGRAPHICAL INFORMATION (Please Print):

NAME: Last First Middle

OTHER NAMES USED (including maiden name):

MAILING ADDRESS:

CITY: STATE: ZIP CODE: DAYTIME TELEPHONE:

DATE OF BIRTH: SOCIAL SECURITY NUMBER: (Required by AS 08.01.060)

EMAIL:

B. PROFESSIONAL FITNESS: The following questions must be answered. If you answer "Yes" to any of the questions, please explain dates and circumstances on a separate piece of paper, signed and dated, and send any supporting documents that are applicable (See Application Procedures #6). "Yes" answers may not automatically result in license denial. Applications submitted without the appropriate attachments will be considered incomplete and will not be processed.

WHEN IN DOUBT, DISCLOSE AND EXPLAIN

- 1. Have you ever been convicted of a crime or are you currently charged with committing a crime?
2. Have you ever had a real estate license revoked, denied, suspended, surrendered, placed on probation, or subject of any restriction, censure, reprimand, consent agreement or any other disciplinary or license action?
3. Have you ever had any other professional or occupational license revoked, denied, suspended, surrendered, placed on probation, or under any restriction, censure, reprimand, or any other disciplinary or license action in the state or any other jurisdiction?
4. Have you ever had a fidelity bond denied or revoked?
5. Are you the subject of an unresolved complaint or disciplinary action before a real estate regulating authority or a professional real estate association?
6. Have you ever had a lawsuit filed against you alleging deceit, fraud, misrepresentation or conversion of funds?
7. Have you attached required documentation for any "Yes" answers for questions 1 -6? (Check "No" if you have not answered yes to any question.)

Broker review (initial)

C. LICENSE/CERTIFICATE HISTORY

List all states or jurisdictions in which you are currently, or ever have been, licensed/certified 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 #5). 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>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

D. 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 Name (print): _____ Associate Broker #: _____

Associate Broker's Signature: _____ Date: _____

(Both signatures required if working in branch office.)

E. 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____.

Signature of Notary Public

SEAL

My Commission Expires: _____