

Sarah Palin, Governor
Emil Notti, Commissioner
Mark Davis, Director

Message From the Executive Administrator

Sharon J. Walsh, Executive Administrator



New Legislation for Alaska Licensees

On June 26, 2008 Governor Palin signed into law HB357 and HB413

- HB357 provides for licensees to have mandatory errors and omissions insurance beginning March 1, 2010. This will take place after the next renewal cycle. The Commission however, will begin working on drafting regulations at the next meeting in September to

accommodate this new provision in statute. It will require the licensee to provide proof of insurance to the Commission. The State of Alaska will contract with an insurance company to allow for licensees to be covered under a group policy. The other change that will take effect March 1, 2010 will be the switch from a surety fund to a recovery fund. The process will change from filing a claim with the Commission to filing for a judgment in court. This includes 3 steps:

- 1) A person shall seek final judgment from a court, a final arbitration award or a settlement agreement with a licensee that involves a person committing fraud, intentional tort, deceit, the conversion of trust funds or the conversion of community association accounts;
- 2) A person shall submit an affidavit describing the efforts made to collect the final judgment, arbitration or settlement agreement stating that due diligence has been used to collect the amount due;
- 3) Make a claim to the Commission for an award from the recovery fund within two years after the date of a judgment, arbitration award or settlement agreement.

- HB413 extends the termination date for the Real Estate Commission to the year 2016.

What's Does a Blue License Mean?

- Do you have a "blue-colored" license displayed for the public to see? The blue license indicates that the licensee has been issued an initial Broker, Associate Broker or Salesperson license and is required to complete Post-Licensing Education (PLE). We've been told that this is a good visual for all involved in this process. It's a way to differentiate between the two licenses. When a licensee has completed their PLE requirements, within the year of issuance, and has submitted a PLE packet to the Commission office, then the AREC staff will send an amended license on ivory-colored paper to the licensee's Broker-in-Charge.

IN THIS ISSUE:

FREQUENTLY
ASKED QUESTIONS

POST LICENSING
INFORMATION

PROPOSED
REGULATIONS

DISCIPLINARY
ACTIONS

DESIGNATED
CONTINUING
EDUCATION

APPROVED
CONTINUING
EDUCATION
COURSES

Commission Location

Please send all
correspondence to the
address below:
550 W. 7th Avenue, # 1950
Anchorage, AK 99501
Ph: 907.269.8162
Fax: 907.269.8156
Web: commerce.state.
ak.us/occ/prec.htm

COMMISSION MEMBERS

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Alaska Real Estate Statistics

02/01/08 - 07/31/08

New Issues

New Salespersons 84

Upgrades

Associate Broker 9

Broker 3

License by Endorsement

Salesperson 6

Associate Broker 0

Broker 5

Active Licensees to Date

Salespersons: 1476

Associate Broker: 417

Broker: 472

Did You Know Real Estate Licensees are Required to Have a Business License?

Are you an independent contractor or an employee? Per 12 AAC 64.020(b) All real estate licensees that are **independent contractors** are required to have a business license. You may download a business license application at: www.commerce.state.ak.us/occ/home.htm You may turn in your business license application at the business license office or mail in your application to 550 W 7th Avenue, Suite 1500, Anchorage, AK 99501-3567 or PO Box 110806, Juneau, AK 99811-0806. If you have any questions or concerns regarding business licenses you may contact the business license office at 907.269.8160 in Anchorage or in Juneau at 907.465.2550 or by email at: www.businesslicense@alaska.gov.

INACTIVE OR REFERRAL

The Real Estate Commission office has heard licensees comment that their license is in an inactive status while they are in a referral office. A licensee cannot be inactive and registered with a real estate office. Licensees seem to be confused as to the difference between placing their licenses on an "inactive" status and placing their license with a real estate referral office. Below is a brief description of the difference between an "inactive" license and a license that is placed with a referral office.

Inactive License

If a licensee would like to put their license in an "inactive" status, they would be required to complete an Application to Change License Status form to go "inactive" and pay the appropriate fees. A license will then be sent to the licensee's address of record indicating that they are in an inactive status. If a license is in an inactive status, that licensee is not associated with a broker and cannot engage in any activity for which a license is required. However, a licensee with an inactive license may complete the continuing education requirements for the current license period during which the license is inactive and may renew inactive if they have completed the continuing education requirements. To reactivate the license, the licensee will have to complete the Application to Change License Status form, pay appropriate fees and show evidence of completion of continuing education if they did not renew their license while they were inactive.

Referral Office

If the licensee has their license affiliated with a referral office, the license is still considered "active" according to the Commission. There is no difference between a referral office and a regular real estate office. A licensee that has their license with a referral office is affiliated with a broker and can engage in real estate activities. A licensee affiliated with a referral office is required to complete all continuing education requirements and renew every two years.

FREQUENTLY ASKED QUESTIONS

Question:

If I'm with a referral office, am I considered inactive?

Answer:

No, you are an active licensee. You are affiliated with a broker and can engage in real estate activities.

Question:

Does Alaska have reciprocity with other states?

Answer:

No, Alaska does not have reciprocity with any other state at this time. If you have a current and active real estate license in another state and would like to be licensed in Alaska, you may apply for a license by endorsement.

Question:

How do I transfer my license to another office?

Answer:

Complete and submit an Application to Change License Status (#08-4076) to transfer your license to another office, with the \$50.00 transfer fee. The licensee should receive a copy of their license certificate signed and dated by their terminating broker to give to their employing broker along with a copy of their transfer form. After applying for a license transfer, a licensee may work in the new office for **no more than 30 days** while waiting for an amended license. The new employing broker shall keep a copy of the licensee's signed application for license transfer and a copy of the signed license certificate until the amended license certificate is received.

Question:

As a broker, I would like to close my office. What is the procedure?

Answer:

Complete an "Office Changes" form (found within the Office Registration form, 08-4005), provide a bank statement showing a zero balance in your trust account(s), specify the location where your transaction records for the last three years can be accessed, provide the name, address, and phone number of the custodian of the records for the three year period, and transfer or inactivate your own license as well as any licensees that were registered with your office.

Question:

As a broker, I would like to open up a branch or referral office. What do I do?

Answer:

Complete an Office Registration form (08-4005), an Application to Change License Status form (08-4076) for yourself and any licensees that will be transferring into that office and pay the appropriate fees. If opening a branch office, that branch office must have a Associate Broker in Charge.

Question:

As a salesperson I formed a LLC, can my commission be paid to the LLC?

Answer:

No. A commission can only be paid to a licensed individual, and a real estate license can only be issued to a natural person not a entity; therefore, a commission cannot be paid to a LLC.

If you have a licensing question that you would like to see in the next newsletter, send your question to Beata Smith at beata.smith@alaska.gov or by mail to 550 W 7th Avenue, Ste 1950, Anchorage, AK 99501.

AREC ListServ

Have you signed up for the AREC list serv yet? It's a great way to stay informed with Commission news. Subscribe to the Alaska Real Estate Commission electronic mailing list and receive: meeting minutes agendas, notice of proposed regulations, and newsletters.



Upcoming Meetings

Mark your calendars for the next Real Estate Commission meetings:

September 15-16, 2008

Regan Building

3161 East Palmer Wasilla Hwy

Wasilla

December 11-12, 2008

Atwood Building

550 W 7th Ave., Ste 602

Anchorage

If you would like to have information posted in the AREC Newsletter concerning dates and times of upcoming courses, please send an email to: nancy.harris@alaska.gov

POST LICENSING EDUCATION

All individuals that are issued an initial Alaska real estate license are required to complete 30 hours of Post Licensing Education (PLE). This additional education must be completed within 12 months of initial licensure and is in addition to the 20 hours of continuing education (CE) that you must complete to renew your license. After the required 30 hours of PLE is completed an "Affidavit of Post Licensing Education" form (08-4326), **MUST** be submitted to the Alaska Real Estate Commission. Copies of all certificates of the completed education and the appropriate fees must accompany the PLE affidavit within 30 days after the one year period of initial licensure or the license will lapse (AS 08.88.095). For example: If a licensee received their initial salesperson license on 05/22/08 he would be required to **complete** 30 hours of salesperson PLE by 05/22/09 and he would need to **turn in** a PLE affidavit, copy of PLE certificates and the appropriate fees no later than 06/22/09. If a licensee completed the required PLE on 05/25/09 his license will lapse due to non-compliance of PLE because he completed his PLE **after** 05/22/09. If a licensee completed his PLE **before** 05/22/09 but failed to turn in a PLE affidavit, PLE certificates and appropriate fee by 06/22/09 then his license would also lapse for non-compliance of PLE.



Individuals who have received an initial Alaska real estate license by endorsement may not be required to complete PLE if they have been licensed under that type of real estate license (salesperson, associate broker or broker) in the other state for more than 1 year [AS 08.88.263(3)]. For example, if a licensee was issued an associate brokers license by endorsement and he was licensed in the state of Washington as a broker for 10 years then he would not be required to complete PLE.

Note: The increase in post licensing education (PLE) hours was effective 02/01/2008. Therefore, any licensee that did not complete and turn in 20 hours of PLE by 01/31/2008 is now required to complete 30 hours of PLE. This means if an individual completed 20 hours of PLE prior to the 01/31/2008 deadline but did not turn in their PLE affidavit/certificates/fee then they would be required to turn in education certificates that will show completion of 30 hours of PLE education. If an individual has a PLE certificate of completion for 20 hours that is still valid (completed within 18 months of completion), that certificate can still be used and 10 more hours of PLE is required to complete the 30 hours of PLE.

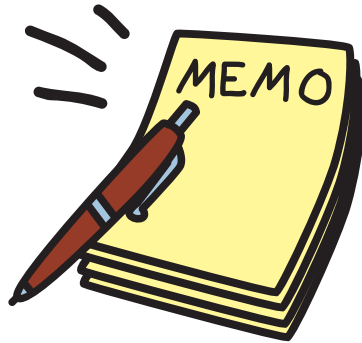
Commission Office has New Address

The Real Estate Commission office has moved to a new location. We are still located in the Atwood Building but moved up to the 19th floor, Suite 1950. Our new address is:

**550 W 7th Avenue, Ste 1950,
Anchorage, AK 99501.**

Our telephone and fax numbers have remained the same:

907.269.8162: licensing
907.269.8168: education
907.269.8196: fax



Keep Your CE Certificates

Each licensee is responsible for keeping his or her continuing education certificates for three years. If audited, licensees will be required to submit copies of their completed education certificates. The Commission office does not keep licensee education certificates on file. If you have lost a certificate, you will have to obtain a duplicate from the instructor or entity that offered the course.

DISCIPLINARY ACTIONS

Donald Joyner, Real Estate Broker

On 6/14/07, the Commission and Joyner entered into a Memorandum of Agreement imposing license sanctions regarding three separate investigative cases. The cases involved allegations that Joyner failed to deposit a \$4,000 earnest money check into his agency's trust account and then refused to provide an accounting of funds to the seller upon request; fraudulently obtained \$4,000 from the proceeds of a real estate transaction by directing First American Title to deduct the monies from the seller's funds as payment for a personal loan owed by the seller's son; and falsification of a renewal license application. Sanctions imposed included a four month license suspension, a \$5,000 fine, additional education, formal reprimand, and two years license probation.

David Dowd, Real Estate Salesperson

On 6/14/07, the Commission adopted Dowd's voluntary license surrender. At the time of his license surrender, Dowd was under investigation for multiple cases involving allegations of conversion of trust funds, and misrepresentation and fraud concerning numerous real estate transactions.

Duane Harvey, Real Estate Salesperson

On 7/12/07, the Commission and Harvey entered into a Memorandum of Agreement imposing license sanctions regarding allegations that Harvey made substantial misrepresentations regarding legal access to a property. It was further alleged that his misrepresentations resulted in the buyers purchasing a cabin in which the driveway to the property trespassed upon the adjoining property. Sanctions imposed included a \$2,500 fine, additional education, formal reprimand, and one year license probation.

Ivan Grondin, Real Estate Broker

On 12/13/07, the Commission and Grondin entered into a Memorandum of Agreement imposing license sanctions regarding allegations concerning broker supervision of licensee Christopher Haydon and an allegation that Grondin failed to return a client's property (including a tenant's security deposit) for a period of seven months following the termination of a property management contract. Sanctions imposed included a \$2,000 fine, formal reprimand, and one year license probation.

Phyllis Enoch, Real Estate Salesperson

On 12/13/07, the Commission and Enoch entered into a Memorandum of Agreement imposing license sanctions regarding allegations that Enoch delayed the deposit of an earnest money check in a personal real estate transaction and failed to properly disclose her licensure status in writing as required by statute. Sanctions imposed included a \$250 fine, additional education, formal reprimand, and one year license probation.

Michael Sorensen, Associate Broker

On 03/13/08, the Commission adopted Sorensen's voluntary license surrender. At the time of his license surrender, Sorensen had been indicted on six counts of federal wire fraud charges. The indictment alleged that Sorensen falsely inflated the sales price on six individual properties, resulting in lenders providing larger loans than necessary for purchase. After closing, the buyers received cash back from the proceeds of the inflated loans. It was further alleged that Sorensen submitted false repair and remodeling invoices for work that was never performed. The proceeds from the falsified invoices were then given to the buyers without the knowledge of the lender.

The Alaska Real Estate Commission will be closed to commemorate the following holidays:

September 1, 2008 (Labor Day)
October 17, 2008 (Alaska Day)
November 11, 2008 (Veteran's Day)
November 27, 2008 (Thanksgiving Day)
December 25, 2008 (Christmas Day)
January 1, 2009 (New Year's Day)

DESIGNATED CONTINUING EDUCATION (DCE)

The Alaska Real Estate Commission set the criteria for the 8 hours of designated continuing education (DCE) that will be required for the next renewal period beginning February 1, 2008 – January 31, 2010.

Please remember that courses must be approved by the Commission before they can be offered for credit.

<u>Area of Specialization</u>	<u>Required Topics</u>	<u>Hours Required</u>
Sales/Commercial/ Community Association Management/ Property Management	Licensing Relationships (topic 1) Prohibited Conduct (topic 18) Property Disclosures & Inspections (topic 19) Ethical Decision Making (topic 30)	2 2 2 2

APPROVED CONTINUING EDUCATION COURSES

(as of August 12, 2008)

LEGEND

DELIVERY TYPES

CL - Classroom
CR- Correspondence
INT - Internet
SNT - Satlite Network

CREDIT TYPES

ECE- Elective Continuing Education
DCE - Designated Continuing Education
BPL - Broker Prelicensing
SPL - Salesperson Prelicensing
PLE - Post Licensing Education

Alaska Association of Realtors

Sandy Eherenman

(907) 563-7133

seherenman@alaskarealtors.com

<u>Course</u>	<u>Crs #</u>	<u>Type</u>	<u>Hrs</u>	<u>Delivery</u>
Purchase & Sales Agreements GRI 100	2004	ECE	7.0	CL
Liability & Risk Management GRI 300	2005	ECE/DCE	5.0/2.0	CL
Environmental Issues/Land Use GRI 200	2007	ECE	6.0	CL
Pricing, Sales & Marketing – GRI 100	2119	ECE	7.0	CL
Buyer Representation – REC 200	2121	ECE/DCE	4.0/2.0	CL
30 Hours Post Licensing Salesperson	2298	PLE/ECE	30.0/12.0	CL
Property Defects & Disclosures for GRI 200	2403	DCE	2.0	CL/CR
Code of Ethics	2404	ECE/DCE	1.0/2.0	CL/INT
Negotiating Basics & Techniques	2406	ECE	3.0	CL/CR
Effective Marketing	2407	ECE	3.0	CL/CR
Business Development	2408	ECE	7.0	CL
GRI 100 Real Estate & Taxes What Every Agent Should Know	2409	ECE	7.0	CL
Buyer Representation	2420	ECE/DCE	4.0/2.0	INT/CR
Property Disclosures	2421	ECE/DCE	4.0/2.0	INT/CR
Eight Important Trends that will Shape the RE Business	2427	ECE	3.0	CL
Taking the Numbers to the Street	2428	ECE	3.0	CL
Mortgage Fraud/Predatory Lending	2434	ECE/DCE	4.0/2.0	INT
RESPA Real Estate Settlement Procedures Act of 1974	2440	DCE	2.0	CL

Alaska Coastal Homes **PeggyAnn McConnochie** **(907) 586-3540**

peggyann@gci.net

Course	Crs #	Type	Hrs	Delivery
40 Hour Salesperson Pre Licensing	800	SPL	40.0	CL/CR
Broker/Associate Broker Pre License Course	801	BPL	15.0	CL/CR
Post Licensing Salesperson	2303	PLE/ECE	30.0/12.0	CL/CR
Post Licensing Broker/Associate Broker	2304	PLE/ECE	30.0/12.0	CL/CR
E-Pro Module 3-History and Structure Of the Internet	2357	ECE	1.0	CL/INT
Real Estate License Law	2359	DCE	2.0	CL/CR
Contracts	2360	DCE	2.0	CL/CR
Ethical Decision Making	2361	DCE	2.0	CL/CR
Risk Management	2362	DCE	2.0	CL/CR
E-Pro Module 1-Understand the Miracle of The Internet	2365	ECE	1.0	CL/INT
E-Pro Module 2-E-Mail Communication and Marketing	2366	ECE	1.0	CL/INT
E-Pro Module 4-E-Mail Communication and Marketing	2367	ECE	1.0	CL/INT

Alaska Exchange Corporation **Sharon Elliott** **(907) 274-1031**

1031@goaec.com

Course	Crs #	Type	Hrs	Delivery
1031 Tax-Deferred Exchanges	2024	ECE	2.0	CL

Alaska Housing Finance Corporation **Scott Waterman** **(907) 330-8195**

swaterman@ahfc.state.ak.us

Course	Crs #	Type	Hrs	Delivery
AHFC Financing a Home	874	ECE	4.0	CL
Mold Hazards	1087	ECE	2.0	CL
AHFC Home Choice	1088	ECE	8.0	CL
Carbon Monoxide Hazards	2129	ECE	1.0	CL
Economics of Energy Efficiency	2133	ECE	2.0	CL
Ice Dams and Roof Ice	2401	ECE	2.0	CL
Weatherizing Your Home	2402	ECE	2.0	CL

Alaska Real Estate Connection **Judy Cloud** **(907) 283-2745**

judycloud@ak.net

Course	Crs #	Type	Hrs	Delivery
Ethical Decision Making- Weighing Right & Wrong	2388	DCE	2.0	CL
Risk Management	2390	ECE (DCE)*	2.0	CL

Alaska Real Estate Education **Traci Barickman** **(907) 373-5219**

tjb@mtaonline.net

Course	Crs #	Type	Hrs	Delivery
Salesperson PreLicensing Course	1053	SPL	40.0	CL/CR
Broker Training	2162	BPL	15.0	CLCR
Contracts	2389	ECE (DCE)*	2.0	CL

* DCE for 2008-2010 reinstatements only.

rwilson@jackwhite.com

Course	Crs #	Type	Hrs	Delivery
Modules 5 – Showing Property	2226	PLE/ECE	1.0/1.0	CL/CR
Module 1: New Construction Purchase & Sales Agreements	2227	PLE/ECE	2.0/2.0	CL/CR
Module 1: Contracts & Agreements (Addendums, Amendments, Counteroffers, Contingencies)	2228	PLE/ECE	1.0/1/0	CL/CR
Module 1: Contracts & Agreements (Purchase & Sales Agreements)	2229	PLE/ECE	2.0/2.0	CL/CR
Module 3: Ethics & Surety Fund	2230	PLE/ECE	1.0/1.0	CL
Module 2: Property Management/Landlord Tenant Act, Rental/Lease/Occupancy, Associations/Co-Ops, Security Deposit	2231	PLE/ECE	2.0/2.0	CL
Module 2: Property Management/Personal Service, Management and Lease Agreements	2232	ECE/DCE	1.0/1.0	CL/CR
Buyer Representation Agreement	2233	ECE	2.0	CL
Module 5: Comparative Market Analysis and Appraisal	2234	PLE/ECE	2.0/2.0	CL
Module 6: Financing to Closing (Sellers Net Proceeds, Settlement Statements and Loan Costs)	2235	PLE/ECE	1.0/1.0	CL/CR
Module 6: Financing to Closing (Pre-Approval, Good Faith Estimates, Loan Types, HUD Settlements & Security Deposit Transfers)	2236	PLE/ECE	2.0/2.0	CL/CR
Module 6: Financing to Closing (Closing Process and Good Funds Law)	2237	PLE/ECE	1.0/1.0	CL/CR
Module 4: Paperwork and Risk Mgmt (Environmental Issues and Zoning)	2238	PLE/ECE	2.0/2.0	CL
Module 4: Paperwork and Risk Mgmt (Home Inspections/Negotiations and Recordkeeping)	2239	PLE/ECE	2.0/2.0	CL/CR
Module 4: Paperwork and Risk Mgmt (Title Reports, CCR's and Surveys)	2240	PLE/ECE	1.0/1.0	CL
Module 1: Contracts and Agreements (Personal Service Agreements, Listings And Buyers)	2241	PLE/ECE	2.0/2.0	CL/CR
Module 4: Paperwork and Risk Mgmt (Property Disclosure, Associations Resale Certificates and Public Offering Statements)	2242	PLE/ECE	1.0/1.0	CL
Module 1: Contracts & Agreements (Consumer Pamphlet and Waiver, Confidentiality, Conflict of Interest)	2243	PLE/ECE	2.0/2.0	CL
License Law	2282	ECE	2.0	CL
Residential Property Transfer Disclosure	2411	DCE	2.0	CL/CR
Module 1: Contingencies and Clauses	2412	PLE/ECE	1.0/1.0	CL/CR
Module 1: Negotiation and Counseling	2413	PLE/ECE	1.0/1.0	CL/CR

Alaska Real Estate Resource - Continued**Rita Wilson****(907) 762-3112****rwilson@jackwhite.com**

Course	Crs #	Type	Hrs	Delivery
Module 5: Marketing Buyers and Sellers	2414	PLE/ECE	1.0/1.0	CL/CR
Module 6: Mortgage Fraud and Predatory Lending	2415	PLE/ECE	1.0/1.0	CL/CR

Alyeska Title Guaranty**Beth Knight****(907) 339-8860****bknight@alyeskatitle.com**

Course	Crs #	Type	Hrs	Delivery
Lien Laws & Title Insurance	2310	ECE	1.0	CL
Legal Descriptions	2311	ECE	1.0	CL
Foreclosure Basics	2312	ECE	1.0	CL
Customer Client Services	2313	ECE	1.0	CL
RE Property Law & Title Insurance	2314	ECE	1.0	CL
Entities & Proof of Authority Documentation	2318	ECE	1.0	CL

Anchorage Board of Realtors**Kay DuBois****(907) 561-2338****kdubois@anchorage Realtors.com**

Course	Crs #	Type	Hrs	Delivery
The Code of Ethics: Your Promise of Professionalism	1037	ECE/DCE	1.0/2.0	CL
E-Pro	2394	ECE	6.0	INT
Marketing with Microsoft Office	2395	ECE	4.0	CL
The Last Agent Standing	2418	ECE	4.0	CL
Survival of the Fittest	2419	ECE	3.0	CL
Seniors Real Estate Specialist (SRES)	2429	ECE	12.0	CR

BOMA (Anch)**Charlene Howe****(907) 271-5103****charleneUpNorth@aol.com**

Course	Crs #	Type	Hrs	Delivery
Emerging Trends and Becoming Best in Class	2398	ECE	4.0	CL

Career Webschool**Dana Taulli****(800) 532-7964****realestate@careerwebschool.com**

Course	Crs #	Type	Hrs	Delivery
Pricing Property to Sell	2179	ECE	6.0	INT
Tax Advantages of Home Ownership	2180	ECE	6.0	INT
Tax Free Exchanges	2181	ECE	3.0	INT
Introduction to Real Estate Ethics	2182	ECE	3.0	INT
Check It Out: Home Inspection in Real Estate Practice	6856	ECE	3.0	INT
Ethics in Real Estate	6857	ECE/DCE	1.0/12.0	INT
Using the Internet in Your Real Estate Practice	6858	ECE	3.0	INT
Methods of Residential Finance	6861	ECE	6.0	INT
ADA & Fair Housing	6862	ECE	3.0	INT
Maximize Your Buyers Borrowing Power	6863	ECE	3.0	INT
Structuring Ownership in Commercial Real Estate	6864	ECE	6.0	INT
Basic Real Estate Finance	6865	ECE	6.0	INT

Charlie Sandberg, CRS, GRI **Charlie Sandberg** **(907) 349-0000**
invest@gci.net

Course	Crs #	Type	Hrs	Delivery
Fair Housing - The Time is Now	854	ECE	2.0	CL
Property Management and Managing Risk in Real Estate	1085	PLE/ECE	3.0/3.0	CL
Evaluation & Pricing	2397	ECE	2.0	CL

Coaching Institute **Julie Simmons** **(801) 553-2300**
no email address

Course	Crs #	Type	Hrs	Delivery
Techvantage: Stop Buying Start Using Technology	2101	ECE	3.0	CL

CRS Council of Residential Specialist **Regina Harvey** **(800) 462-8841**
rharvey@crs.com

Course	Crs #	Type	Hrs	Delivery
CRS 105: Making the Right Real Estate Finance Decisions	2183	ECE	12.0	CL
CRS 202: Effective Buyer Sales Strategies	2184	ECE	12.0	CL
CRS 204: Building Wealth through Residential Real Estate Investments	2185	ECE	8.0	CL
CRS 206: Using Today's Technology to Capture Your Market	2186	ECE	8.0	CL
CRS 107: Mastering the Art of Selling New Homes	2201	ECE	8.0	CL
CRS 103: Maximize your Potential Personally and Professionally	2204	ECE	8.0	CL
CRS 205: Financing and Tax Advantages for Agents and their Clients	2436	ECE	12.0	CL
CRS 200: Business Planning & Marketing For Residential Specialists	2205	ECE	12.0	CL
CRS 210: Building an Exceptional Customer Service Referral Business	2206	ECE	12.0	CL
CRS 201: Listing Strategies for the Residential Specialist	2207	ECE	12.0	CL

(Dearborn) RECampus.com **Chris Huntley** **(312) 836-4400**
chuntley@dearborn.com

Course	Crs #	Type	Hrs	Delivery
Environmental Issues in Your Real Estate Practice	965	ECE	6.0	CBT/INT
Property Management & Managing Risk	967	ECE	6.0	CBT/INT
Electronic Transactions in Real Estate	2154	ECE	6.0	CBT/INT
Understanding 1031 Tax Free Exchanges	2155	ECE	6.0	INT
Real Estate Investments Fundamentals	2308	ECE	6.0	INT
Real Estate Agent/Mortgage Professional	2323	ECE	6.0	INT
Ethics in Today's Real Estate World	2349	ECE/DCE	4.0/2.0	CL/INT
Mortgage Fraud and Predatory Lending: What Every Agent Should Know	2381	ECE	6.0	INT

(Dearborn) RECampus.com - Continued **Chris Huntley** **(312) 836-4400**

chuntley@dearborn.com

Course	Crs #	Type	Hrs	Delivery
Understanding Credit and Improving Credit Scores: What you need to Know	2430	ECE	3.0	INT

Dynamic Properties, Jed Weingarten **Jed Weingarten** **(907) 727-5333**

jed@dynamicproperties.net

Course	Crs #	Type	Hrs	Delivery
Strategies for Protecting Clients through Conflict Resolution	834	ECE	2.0	CL
Evaluating Investment Opportunities	2015	ECE	1.0	CL
Contingencies	2018	ECE	2.0	CL
Current Trends	2102	ECE	2.0	CL
Enhancing Communication Skill between Buyers & Sellers in Real Estate Transactions	2104	ECE	2.0	CL
Ethical Decision Making for Real Estate Professionals	2248	DCE	2.0	CL
Module 1: Contracts and Agreements (1)	2249	PLE/ECE	2.0/2.0	CL
An Introduction to Short Sales	2435	ECE	2.0	CL
Prohibited Conduct	2437	DCE	2.0	CL
Licensing Relationships	2438	DCE	2.0	CL
Property Disclosure & Inspections	2439	DCE	2.0	CL

Executive Appraisal Service **Peggy Gulam** **(907) 336-3273**

plgulam@335-EASE.com

Course	Crs #	Type	Hrs	Delivery
Understanding Appraisals	2335	ECE	2.0	CL

Fidelity Title Agency **Barbara Brown** **(907) 277-6601**

barbarab@fidelityak.com

Course	Crs #	Type	Hrs	Delivery
Neotiating the Best Deed of Trust Provisions For Your Customer/Foreclosure and Bankruptcy issues on Owner-Financed Transactions	2019	ECE	1.0	CL
Commercial Leaseholds	2136	ECE	1.0	CL
Plats, Maps, As-Builts & ALTA/ACSM Surveys	2145	ECE	1.0	CL
Court Decisions Involving Real Estate Issues	2152	ECE	2.0	CL
Practical Tips for a Better Purchase and Sale Agreement	2324	ECE	1.0	CL
Alaska Lien Law	2405	ECE	1.0	CL

First American Title **Bryan Merrell** **(206) 448-6281**

Course	Crs #	Type	Hrs	Delivery
Title Insurance Policies & Other Title Services	631	ECE	2.0	CL

Home Security of America **Gina Anderson** **(608) 443-4315**

gina.anderson@onlinehsa.com

Course	Crs #	Type	Hrs	Delivery
Risk Management	2158	ECE	2.0	CL
Understanding Home Warranties & Their Value	2209	ECE	1.0	CL

Homestate Mortgage **Lisa Falon** **(907) 762-7546**

lfalon@homestatemtg.com

Course	Crs #	Type	Hrs	Delivery
Buying a New Home	2392	ECE	2.0	CL

IRWA International Right of Way Assoc. **Francis Vicente** **(310) 538-0233**

vicente@irwaonline.org

Course	Crs #	Type	Hrs	Delivery
C-801 Land Titles	611	ECE	12.0	CL
C-802 Legal Aspects of Easements	612	ECE	8.0	CL
Easement Valuation, IRWA Course 403	1094	ECE	8.0	CL
C-800 Principles of Real Estate Law	2003	ECE	12.0	CL

Jay Evenson **Jay Evenson** **(907) 345-1234**

jevenson@realestateak.com

Course	Crs #	Type	Hrs	Delivery
CARP for Real Estate Licensees	2147	ECE	2.0	CL

Kendall Todd, Inc **Angie Bloomfield/Misty Bell** **(704) 271-1285**

angie_bloomfield@hotmail.com

Course	Crs #	Type	Hrs	Delivery
Borrow Smart & Retire Rich	2148	ECE	4.0	CL

Klebs Heating and Air **James Green** **(907) 351-7841**

jrgreen@gci.net

Course	Crs #	Type	Hrs	Delivery
Heat It Up, Cool It Down	2400	ECE	4.0	CL

Mat-Su Title **Susan Price** **(907) 277-6618**

msprice@mtaonline.net

Course	Crs #	Type	Hrs	Delivery
Foreclosures – Opportunities, Pitfalls & Tragedies on the Road to Making Money	2321	ECE	1.0	CL

Michael Divis **Michael Divis** **(907) 373-7599**

divis@mtaonline.net

Course	Crs #	Type	Hrs	Delivery
A Real Estate Licensee's Guide to Home Inspections	2060	ECE	3.0	CL

MOA, Department of H & H Services		Daniel Roth		(907) 343-7907	
rothdj@muni.org					
Course	Crs #	Type	Hrs	Delivery	
On Site Water Well & Wastewater Disposal Systems	934	ECE	4.0	CL	
Northern Trust Academy		Steve Skinner		(907) 751-2534	
sskinner@northerntrustrealestate.com					
Course	Crs #	Type	Hrs	Delivery	
Salesperson Pre-Licensing	2122	SPL	40.0	CL/CR	
Pacific Northwest Title		Howard Hancock		(907) 261-2230	
howard@akttitle.com					
Course	Crs #	Type	Hrs	Delivery	
Title & Escrow	1076	ECE	2.0	CL	
Condominium vs. Planned Community (in Alaska)	2317	ECE	1.0	CL	
Prudential Vista Real Estate		Dennis Wood		(907) 337-9663	
denny@akhome.com					
Course	Crs #	Type	Hrs	Delivery	
Salesperson Pre-Licensing	869	SPL	40.0	CL/CR	
Forms of Risk Management	2031	ECE(DCE)*	2.0	CL	
I Object, Overcoming Objections	2441	ECE	2.0	CL	
Real Estate Associate Learning Systems		Kathleen Kowalczuk		(907) 360-1176	
kathleenkoyal@acsalaska.net					
Course	Crs #	Type	Hrs	Delivery	
Organizing and Managing a Real Estate Office	1026	BPL	2.0	CL/CR	
Broker Supervision Requirements and Record Keeping	1027	BPL	4.0	CL/CR	
Disclosures for the Real Estate Broker	1028	BPL	4.0	CL/CR	
Trust Accounting Procedures	1029	BPL	5.0	CL/CR	
Buyer Representation	1048	ECE	3.0	CL/CR	
Title Insurance Policies and Other Title Services	2078	ECE	1.0	CL/CR	
Overview of Real Property Documents	2079	ECE	2.0	CL/CR	
Property Disclosures-The Real Estate Professionals Guide to Reducing Risk	2202	ECE	6.0	CL/CR	
Property Management and Managing Risk	2203	ECE	6.0	CL/CR	
Paper Trails and Documentation	2211	ECE	4.0	CL/CR	
Ethical Decisions & Dilemmas	2375	DCE	2.0	CL/CR	
Real Estate License Law-Statutes and Regulations	2376	ECE	2.0	CL/CR	
Risk Management	2377	ECE	2.0	CL/CR	
Sales Contracts for the Real Estate Professional	2378	ECE	2.0	CL/CR	
Environmental Issues in Your Real Estate Practice	2386	ECE	6.0	CL/CR	

* DCE for 2008-2010 reinstatements only.

kathleenkowal@acsalaska.net

Course	Crs #	Type	Hrs	Delivery
Introduction to Commercial Real Estate Sales	2387	ECE	6.0	CL/CR

Realty 2000**Alex Kienle****(907) 458-8858****alex@realty2000alaska.com**

Course	Crs #	Type	Hrs	Delivery
Contract Writing Seminar	2426	ECE	2.0	CL

Roger Morris**Roger Morris****(907) 689-1812****roger@homesofalaska.com**

Course	Crs #	Type	Hrs	Delivery
Website Analytics	2333	ECE	1.0	CL
Short Sale Success	2410	ECE	2.0	CL

Royse and Associates**Jerry Royse****(907) 563-3086****jroyse@alaskatraining.com**

Course	Crs #	Type	Hrs	Delivery
Enhancing Service with Computers	671	ECE	2.0	CL
Salesperson Pre Licensing	697	SPL	40.0	CL/CR
Broker Upgrade Pre Licensing Training	766	BPL	15.0	CL/CR
Success Strategies for Consumer Service	2080	ECE	2.0	CL/CR
Contracts & Agreements - Negotiation & Counseling	2174	PLE/ECE	3.0/3.0	CL/CR
License Law	2344	PLE/ECE	3.0/3.0	CL/CR
Evaluation and Pricing	2345	PLE/ECE	4.0/4.0	CL/CR
Contracts & Agreements	2346	PLE/ECE	6.0/6.0	CL/CR
Property Management	2347	PLE/ECE	3.0/3.0	CL/CR
Real Estate Business Ethics	2368	DCE	2.0	CL/CR
Paperwork and Risk Management	2369	PLE/ECE	6.0/6.0	CL/CR
Financing and Closing	2371	PLE/ECE	5.0/5.0	CL/CR
Practical Supervision	2422	PLE/ECE	8.0/8.0	CL/CR
Real Estate License Law	2423	ECE	2.0	CL/CR
Contracts	2424	ECE	2.0	CL/CR
Risk Management	2425	ECE	2.0	CL/CR
Risk Management	2431	PLE/ECE	7.0/7.0	CL/CR
Surety Fund & Trust Accounts	2432	PLE/ECE	7.0/7.0	CL/CR
Practical Office Management	2433	PLE/ECE	8.0/8.0	CL/CR

Scott Waterman**Scott Waterman****(907) 330-8195****swaterman@ahfc.state.ak.us**

Course	Crs #	Type	Hrs	Delivery
Energy Efficient New Construction	2330	ECE	2.0	CL
Indoor Air Quality	2331	ECE	2.0	CL
Basic Building Science	2332	ECE	1.0	CL

Stewart Title brendas@stewartak.com	Brenda Staats			(907) 777-0501
Course	Crs #	Type	Hrs	Delivery
Real Estate Investment Analysis & Exchange	823	ECE	1.0	CL
The Beckman Company thebeck@earthlink.net	Karen Short			(425) 271-2402
Course	Crs #	Type	Hrs	Delivery
Technical Inspection of Real Estate	868	ECE	12.0	CL
The Real Estate School tradesles@alaska.com	Joan Sheppard			(907) 346-4164
Course	Crs #	Type	Hrs	Delivery
Salesperson Pre Licensing	544	SPL	40.0	CL/CR
Wells Fargo Home Mortgage may.wan@wellsfargo.com	May Wan			(206) 423-6870
Course	Crs #	Type	Hrs	Delivery
Expand Your Market	2416	ECE	5.0	CL
Home From Work	2417	ECE	3.0	CL

NEW AND REVISED REGULATIONS

*Changes and additions to regulations noted in bold and underlined.
Regulation changes below were effective June 22, 2008

12 AAC 64.059. REVIEW OF LICENSE APPLICATIONS.

- (a) An applicant who meets the requirements on the relevant checklist set out in this section has demonstrated the necessary qualifications for the license applied for. An applicant who does not meet the requirements on that checklist or whose responses on the form for application do not clearly show that the applicant is qualified to receive a license will not be issued a license unless the commission further reviews the application and determines that the applicant meets the qualifications in AS 08.88 and this chapter for that license.
- (b) The following checklist is established by the commission for review of an application for a salesperson license; a salesperson license will be issued to an applicant who
 - (1) submits a completed form for application under this chapter, including
 - (A) the applicant's name, mailing address, and telephone number;
 - (B) the applicant's date of birth that shows the applicant is at least 19 years old;
 - (C) the applicant's employing broker's name, current and active license number, business name, telephone number, mailing address, and signature;
 - (D) "no" answers to all questions on the form dealing with felony indictments or convictions and license actions; and
 - (E) the applicant's notarized signature certifying that the information on the form is true and correct to the best of the applicant's knowledge;
 - (2) has passed the examination for real estate salespersons;
 - (3) files the completed form for application with the division within six months of passing the examination for real estate salespersons as calculated under 12 AAC 64.060(e);
 - (4) submits a preclicensing education certificate or a transcript from a college or university registrar verifying 40 hours of preclicensing education approved by the commission;

12 AAC 64.059. REVIEW OF LICENSE APPLICATIONS. -Continued

- (5) pays the application and initial license fees established in 12 AAC 02.360; and
 - (6) pays the surety fund fee established in 12 AAC 64.073.
- (c) The following checklist is established by the commission for reviewing an application for a salesperson license by endorsement; a salesperson license by endorsement will be issued to an applicant who
- (1) meets the requirements in (b)(1), (b)(5), and (b)(6) of this section;
 - (2) has passed the state law portion of the examination for real estate salespersons;
 - (3) files the completed form for application with the division within six months of passing the state law portion of the examination for real estate salespersons as calculated under 12 AAC 64.060(e);
 - (4) provides a license history from the licensing authorities in all other states in which the applicant holds a real estate license that shows the applicant meets the requirements in 12 AAC 64.061(c) for a valid and active license;
 - (5) submits documentation that the applicant met education requirements that covered the topics and hours listed in 12 AAC 64.063(c)(1) - (c)(6) and (c)(8) to obtain a license in another jurisdiction; and
 - (6) submits evidence of completing six contact hours of course work on Alaska real estate license law as required in 12 AAC 64.063(c)(7).
- (d) The following checklist is established by the commission for reviewing an application for an associate broker license; an associate broker license will be issued to an applicant who
- (1) submits a completed form for application, including
 - (A) the applicant's name, mailing address, and telephone number;
 - (B) the applicant's date of birth that shows the applicant is at least 21 years old;
 - (C) the applicant's employing broker's name, current and active license number, business name, telephone number, mailing address, and signature;
 - (D) "no" answers to all questions on the form dealing with felony indictments or convictions and license actions; and
 - (E) the applicant's notarized signature certifying that the information on the form is true and correct to the best of the applicant's knowledge;
 - (2) has passed the examination for real estate brokers;
 - (3) files the completed application with the division within six months of passing the real estate broker examination as calculated under 12 AAC 64.060(e);
 - (4) submits a broker training education certificate or a transcript from a college or university registrar verifying 15 hours of broker training education approved by the commission;
 - (5) submits a statement, signed by the brokers who employed the applicant, verifying that the applicant has at least 24 months of active and continuous experience as a real estate **licensee** within the 36 months before the date of application for an associate broker license; and
 - (6) pays the transfer of license fee established in 12 AAC 02.360.
- (e) The following checklist is established by the commission for review of an application for a broker license; a broker license will be issued to an applicant who
- (1) meets the requirements of (d)(1) - (d)(5) of this section or is currently licensed in the state as an associate broker;
 - (2) submits a completed office registration form that includes the information required in 12 AAC 64.110(e); and
 - (3) pays the office registration fee and transfer of license fee established in 12 AAC 02.360.
- (f) The following checklist is established by the commission for review of an application for an associate broker license by endorsement. An associate broker license by endorsement will be issued to an applicant who
- (1) meets the requirements in (d)(1) of this section;
 - (2) has passed the state law portion of the examination for real estate brokers;

12 AAC 64.059. REVIEW OF LICENSE APPLICATIONS. - Continued

- (3) files the completed form for application with the division within six months of passing the state law portion of the examination for real estate brokers as calculated under 12 AAC 64.060(e);
 - (4) provides a license history from the licensing authorities in all other states in which the applicant holds a real estate license that shows the applicant meets the requirements in 12 AAC 64.061(c) for a valid and active license;
 - (5) submits documentation that the applicant met education requirements that covered the topics and hours listed in 12 AAC 64.063(b) to obtain a broker or associate broker license in another jurisdiction;
 - (6) pays the application and initial license fees established in 12 AAC 02.360; and
 - (7) pays the surety fund fee established in 12 AAC 64.073.
- (g) The following checklist is established by the commission for review of an application for a broker license by endorsement. A broker license by endorsement will be issued to an applicant who
- (1) meets the requirements of (f) of this section;
 - (2) submits a completed office registration form that includes the information required in 12 AAC 64.110(e); and
 - (3) pays the office registration fee established in 12 AAC 02.360.
- (h) Notwithstanding the requirements of (b) — (g) of this section, a license will not be issued to an applicant whose license history on the application form is incomplete or shows a license disciplinary action or investigation taken or pending. Applications showing a disciplinary action or investigation shall be referred to the commission for further review.

12 AAC 64.075. EMPLOYMENT AND TRANSFER.

- (a) An individual may not be involved in activities requiring licensure under AS 08.88 until the individual's employing broker signs and delivers to the commission a notice of employment of the individual and the individual's license certificate is delivered to the broker by the licensee or the commission.
- (b) When a licensee **requests a license transfer** from one broker to another, the terminating broker shall sign and date the front of the license certificate, provide a copy to the licensee, and **submit** the original to the commission **within five days from the date of the licensee's request for a license transfer.** The licensee shall provide the new employing broker with a copy of the signed license certificate and provide the commission with a completed application for license transfer and the fees established in 12 AAC 02.360. The commission will mail an amended license certificate directly to the new employing broker.
- (c) After applying for a license transfer, the licensee may work in the office of the new employing broker for no more than 30 days while waiting for an amended license certificate. The new employing broker shall keep a copy of the licensee's signed application for license transfer and a copy of the signed license certificate described in (b) of this section until the amended license certificate is received.
- (d) The commission's designee shall review and approve a license transfer if the transfer
 - (1) allows a licensee to resume licensed practice under AS 08.88.171(a)(1), (a)(2), (b)(1), or (b)(2), or after being re-employed as a licensed real estate salesperson for purposes of AS 08.88.171(c); and
 - (2) does not require further review by the commission.
- (e) Failure of the licensee to notify the commission of a transfer or status change within 15 days after written notice by the commission to the licensee of the commission's receipt of notice from the licensee's terminating broker interrupts the licensee's period of active and continuous experience.

12 AAC 64.115. MINIMUM REQUIREMENTS FOR MAINTAINING AN OFFICE.

A real estate broker holding an active license shall

- (1) within the state, maintain one or more trust accounts and records of all Alaska real estate transactions as required by AS 08.88.351 and 12 AAC 64.220;
- (2) provide for acceptance of legal service at the business address registered with the commission; and
- (3) **meet the requirements of 12 AAC 64.110.**

12 AAC 64.440. INSTRUCTOR APPROVAL.

- (a) Except as provided in 12 AAC 64.410(f) and (g), only a course taught by an instructor who is approved by the commission, or the commission's designee, to teach a course on that topic meets the education requirements of AS 08.88.091, AS 08.88.095, and this chapter. A national instructor must obtain approval from the commission, or the commission's designee, in the appropriate topic area before teaching any course other than a course required to qualify a licensee for a professional designation in licensed real estate practice from a national organization.
- (b) An applicant for instructor approval must apply to the commission by submitting
- (1) a completed application on a form provided by the department;
 - (2) the fees required in 12 AAC 02.360;
 - (3) a list of topics the applicant is seeking approval to teach; and
 - (4) a resume indicating the education and experience of the applicant in the requested topic areas, including the experience and education required in (c) of this section.
- (c) To be approved as an instructor, an applicant must have experience teaching **or training** adults, and at least one of the following:
- (1) a bachelor's degree in real estate or a related field;
 - (2) five years of experience as a real estate licensee with documented experience in the topic area the applicant is seeking approval to teach;
 - (3) another combination of experience and education that establishes the applicant's credentials in the requested topic area;
 - (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.
- (d) Successful completion of an instructor workshop sponsored by the Association of Real Estate License Law Officials (ARELLO), the National Association of Realtors (NAR), the Real Estate Educators' Association (REEA), the International Right of Way Association (IRWA), the Community Association Institute (CAI), or other national organization determined to be comparable by the commission, or **the commission's** designee, may be substituted for **the teaching experience or training required in (c) of this section.**
- (e) If necessary to verify or substantiate the qualifications of an applicant for instructor approval, the commission, or its designee, will interview an applicant for instructor approval. If the commission requests division staff to conduct the interview, the division staff shall conduct the interview using the standards for instructor approval set out in this section. The division staff shall prepare a report on the interview and provide it to the commission for further action.
- (f) An instructor approval expires on April 1 of years ending in 0 and 5. An initial instructor approval issued under (b) of this section from January 1 through March 31 of a year ending in 0 or 5 will expire on April 1 of the next year that ends in a 0 or 5. An applicant for renewal of an instructor approval must submit to the department**
- (1) a completed application for renewal on a form provided by the department;**
 - (2) the instructor approval recertification fee specified in 12 AAC 02.360; and**
 - (3) evidence of completion during the biennial licensing period for real estate licensee's immediately preceding the date of application, or the current biennial licensing period if in progress at the date of application, of**
 - (A) at least two hours of continuing education in each topic area for which the instructor is applying for recertification;**
 - (B) teaching a course in the topic area for which the instructor is applying for recertification;**

or

 - (C) practical experience in the topic.**
- (g) Repealed 06/22/2008.**

12 AAC 64.500. CONTINUING EDUCATION REQUIREMENTS.

(a) For the purposes of AS 08.88.091(d), the commission will accept only those continuing education courses that meet the real estate education standards of 12 AAC 64.400 - 12 AAC 64.470, including courses in the following subject areas:

- (1) licensee relationships;
- (2) closing transactions;
- (3) common interest ownership and resale certificates required under AS 34.08.590;
- (4) communications, negotiations, and real estate counseling skills;
- (5) repealed 6/28/97;
- (6) contracts;
- (7) energy conservation;
- (8) health, safety, and environmental issues, and compliance with 42 U.S.C. 12101 - 12213 (Americans with Disabilities Act of 1990);
- (9) fair housing and equal opportunity laws;
- (10) financing real estate;
- (11) foreclosure, judgments, and bankruptcy;
- (12) international real estate transactions;
- (13) land use, planning, zoning, and building codes;
- (14) legal descriptions;
- (15) listing responsibilities;
- (16) marketing property;
- (17) new construction;
- (18) prohibited conduct;
- (19) property disclosure and inspections;
- (20) residential property management;
- (21) property valuation;
- (22) real estate brokerage management;
- (23) real estate investment analysis;
- (24) real estate property law;
- (25) real estate license law;
- (26) securities;
- (27) title insurance and lien law;
- (28) trust account management;
- (29) trusts, estates, and probate;
- (30) ethical decision-making in real estate transactions;
- (31) community association management;
- (32) community association documents;
- (33) risk management;
- (34) Alaska landlord tenant law;
- (35) customer client service;
- (36) commercial property management;
- (37) tax law and exchanges;
- (38) broker disclosure responsibility;
- (39) broker supervision;
- (40) broker trust account responsibility; and
- (41) organizing and managing real estate offices.

(b) An applicant for renewal of a broker, associate broker, or salesperson license must complete the following continuing education contact hours during the concluding licensing period:

12 AAC 64.500. CONTINUING EDUCATION REQUIREMENTS. - Continued

- (1) an eight-hour continuing education core curriculum, identified by the commission, that stresses current trends in real estate practices and changes in state, federal, and case law in the areas of real estate sales, property management, community association management, or commercial sales; and
 - (2) 12 contact hours of continuing education in elective topics that meet the requirements in (a) of this section.
- (c) At least 120 days before the beginning of each licensing period, the commission will identify topics in which all licensees will be required to obtain eight contact hours of continuing education credit under (b)(1) of this section during the next licensing period.
- (d) By October 1 of each odd-numbered year, the commission will, or the division staff at the commission's direction shall notify course sponsors of the topics that satisfy the requirements in (b)(1) of this section for the next renewal period.
- (e) While useful to the practice of real estate, the following types of training do not meet the continuing education standards of the commission:
 - (1) mechanical office or business skills, including typing, speed-reading, or use of a calculator or computer, unless related to one of the subject areas listed in (a) of this section;
 - (2) office sales meetings;
 - (3) orientation courses by professional organizations;
 - (4) instructor development courses;
 - (5) prospecting;
 - (6) repealed 2/12/99.
- (f) No more than 12 contact hours of credit from any one course content area may be accrued toward license renewal in a single licensing period.
- (g) An applicant for license renewal who creates a new course that is approved for credit under 12 AAC 64.410 may earn continuing education credit equal to the number of hours approved for the course.
- (h) An applicant for renewal may not accrue continuing education contact hours for taking the same, or substantively identical, course more than once during a licensing period.
- (i) An applicant for renewal may not earn real estate continuing education contact hours for courses taken before the applicant was originally licensed.
- (j) An applicant for renewal who, at the time the license is due to lapse, has been licensed
 - (1) more than 90 days must complete 20 contact hours of continuing education consisting of the eight designated contact hours in topics identified by the commission under (b)(1) of this section;
 - (2) 90 days or less is not required to meet continuing education requirements.
- (k) Repealed 7/16/94.
- (l) Repealed 7/16/94.
- (m) For the purposes of this section and AS 08.88.091
 - (1) one contact hour equals a minimum of 50 minutes of instruction;
 - (2) one academic semester credit hour equals 15 contact hours;
 - (3) one academic quarter credit hour equals 10 contact hours.
- (n) Notwithstanding the provisions of 12 AAC 64.420 – 12 AAC 64.450, a licensee who has taken a course offered outside of this state by a nationally recognized real estate education provider during a licensing period that has not otherwise been certified under 12 AAC 64.410 and 12 AAC 64.420 may apply to the commission under this subsection for continuing education credit under this section for the licensee's attendance at that course. To be considered for approval by the commission, within 60 days after completing the course and at least 60 days before the end of the licensing period, the licensee must submit to the department**

- (1) an application on a form provided by the department;**
- (2) all materials provided as part of the class, including**
 - (A) materials promoting or describing the class;**
 - (B) evidence that the real estate education provider is nationally recognized; and**
 - (C) proof of attendance including time of instruction.**

12 AAC 64.990. DEFINITIONS.

- (a) In AS 08.88.171, 12 AAC 64.059(d), and 12 AAC 64.075(e), "active and continuous experience" means that, notwithstanding 12 AAC 64.080(c), the licensee holds a current active license with no single break of current active status of more than 30 days due to the licensee's failure to affiliate with an employing broker and file the appropriate completed application with the division.
- (b) In this chapter, unless the context requires otherwise,
 - (1) "commission" means the real estate commission established by AS 08.88.011;
 - (2) "contact hour" means a minimum of 50 minutes of instruction;
 - (3) "sponsor" means a person, school, college, or professional association that provides, or wishes to provide, courses in real estate education under this chapter;
 - (4) "real estate transaction" means a transaction for which a real estate broker must maintain records under AS 08.88.331 - 08.88.351 and 12 AAC 64.220;
 - (5) "commingle" means a licensee depositing the licensee's own funds in the account where the funds of others are held in trust, except as allowed in 12 AAC 64.180(d);
 - (6) "salesperson" means the same as "salesman" in AS 08.88;
 - (7) "division" means the division of corporations, business and professional licensing in the Department of Commerce, Community, and Economic Development.
- (c) In 12 AAC 64.280 - 12 AAC 64.325,
 - (1) "claim" means a claim for reimbursement filed with the commission under AS 08.88.460 and 12 AAC 64.280 - 12 AAC 64.325;
 - (2) "claimant" means a person who properly files a claim with the commission under AS 08.88.460 and 12 AAC 64.280 - 12 AAC 64.325;
 - (3) "involved licensee" means an individual described in AS 08.88.460(b) and, if applicable, a cooperating broker and any affiliated licensees who participated in the transaction upon which the claim is based;
 - (4) "involved party" means any licensee, whether named or unnamed by the claimant, involved in a transaction that is the subject of a claim, and the employing broker or brokers of all involved licensees at the time of the transaction, and all principals to the transaction.
- (d) In AS 08.88, "personal service contracts" include listings, fee agreements between brokers and buyers or sellers, management contracts with property owners, or other agreements by which a broker agrees to perform a duty with respect to real estate for an agreed upon fee or commission.
- (e) In AS 08.88.900(a), "public official"**
 - (1) means**
 - (A) an appointed or elected state or municipality officer; or**
 - (B) a state or municipality employee;**
 - (2) does not include a subcontractor of the state or a municipality.**