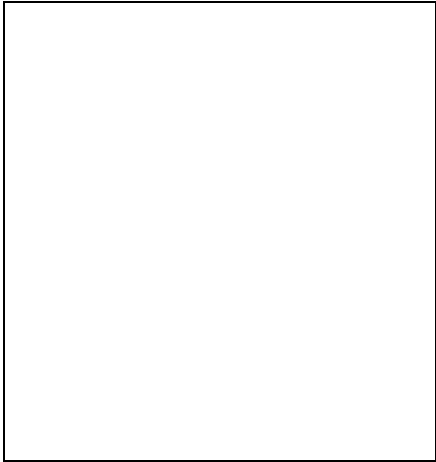




Department of Commerce, Community, and Economic Development  
 Division of Corporations, Business and Professional Licensing  
**Board of Certified Real Estate Appraisers**  
 P.O. Box 110806, Juneau, Alaska 99811-0806  
 Phone: (907) 465-5470 ★ E-mail: license@alaska.gov  
 Website: www.commerce.state.ak.us/occ/papr.htm

**CERTIFIED REAL ESTATE APPRAISER  
 REGISTERED TRAINEE RENEWAL  
 July 1, 2011 – June 30, 2013**



**IT IS TIME TO RENEW YOUR REGISTRATION AS A REGISTERED TRAINEE**

Your registration to practice as a registered trainee in the State of Alaska expires on June 30, 2011. To renew your registration for the period from July 1, 2011 through June 30, 2013, return this *signed and dated* application to the above address with a check or money order payable to the State of Alaska (or use the attached credit card form.) This is the only renewal notice that will be mailed. Incomplete applications or insufficient fees will result in your renewal being rejected. **DO NOT FAX.**

**RENEWAL DUE DATE** - Submit renewal application as soon as possible to ensure processing prior to June 30, 2011. There is no grace period, all licenses not renewed by June 30, 2011 will lapse.

**MAILED RENEWAL FORMS** - If you received this renewal application in the mail with a barcode in the upper right hand corner of the first page, **do not duplicate this form for another professional's use.** The barcode is specific to your name and license number. Forms without the barcode are available on our website at <http://commerce.alaska.gov/occ/papr.htm>

**NAME CHANGE** - If you have had a legal name change since your last license was issued, please enclose a certified true copy of the legal document (marriage certificate, divorce decree, etc.) for proof of your name change.

**EXPIRED REGISTRATIONS** - If you choose not to renew the registration before it expires, you may renew the registration at a later date only after satisfying the requirements of 12 AAC 70.125.

**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 website at: [www.commerce.state.ak.us/occ](http://www.commerce.state.ak.us/occ) or contact the division office for the form.

**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 Post-Secondary 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 Post-Secondary Education office at (907) 465-2962 or 1-800-441-2962 to resolve payment issues.

**PUBLIC INFORMATION** - Please be aware that all information on this renewal form will be available to the public, unless required to be kept confidential by state or federal law. Information about current licensees, including mailing addresses, is available on the division's website at: [www.commerce.state.ak.us/occ](http://www.commerce.state.ak.us/occ) under "License Search."

**BUSINESS LICENSES** - Renewal applications for business licenses are mailed separately. For more information about business licenses, call (907) 465-2550 or use Internet address: [http://commerce.alaska.gov/occ/home\\_bus\\_licensing.html](http://commerce.alaska.gov/occ/home_bus_licensing.html)

**Registered Trainee fee \$250.00 (Make payment to the State of Alaska)**

Name (Last, First, Middle)	
Mailing Address :	E-mail Address:
Social Security Number	Date of Birth (MM/DD/YYYY)
Alaska License No.	Work Telephone:

**CURRENT EMPLOYER CERTIFIED REAL ESTATE APPRAISER INFORMATION**

Place of Employment: \_\_\_\_\_

Starting Date: \_\_\_\_\_ License Number: \_\_\_\_\_

Name of Supervising appraiser: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street/PO Box

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Current Employing Appraiser's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WARNING:** The Board of Certified Real Estate Appraisers may deny, suspend, or revoke the license of a person who has obtained or attempted to obtain a license to appraise by fraud or deceit. The person may also be subject to criminal charges for perjury (AS 11.56.200).

I CERTIFY that the information in this application is true and correct.

SIGN HERE: 

\_\_\_\_\_  
Applicant's Signature

Date: \_\_\_\_\_

**NOTIFICATION OF PROPOSED REGULATION CHANGES**

If you would like to receive notice of all proposed Board of Certified Real Estate Appraisers regulation changes, please send a written request adding your name to the Board of Certified Real Estate Appraisers Interested Parties List to:

**REGULATIONS SPECIALIST**  
**Department of Commerce, Community, and Economic Development**  
**Division of Corporations, Business and Professional Licensing**  
**P.O. Box 110806**  
**Juneau, Alaska 99811-0806**

**ALASKA STATUTES**

**Sec. 08.87.310. Registered trainees.** (a) A person engaged in the practice of real estate appraisal who is employed by or under the direct supervision of a certified real estate appraiser may become a registered trainee by submitting proof to the board that the person has successfully completed the number of classroom hours required by the board in regulation of courses in subjects related to real estate appraisal from an appraisal organization or academic institution approved by the board.

(b) A registered trainee may prepare or assist in the preparation of an appraisal report issued by a certified real estate appraiser if the report is also signed by the certified real estate appraiser and if the certified real estate appraiser accepts full responsibility for the report.

**PROFESSIONAL REGULATIONS**

**12 AAC 70.125. REAL ESTATE APPRAISER TRAINEE REGISTRATION.** (a) An applicant for registration as a real estate appraiser trainee shall

- (1) apply on a form provided by the department;
- (2) pay the fees required in 12 AAC 02.370; and
- (3) submit official transcripts, notarized copies of certificates of completion, or other evidence of course completion acceptable to the board, that verify the classroom hours of instruction required in (d) of this section.

(b) Registration as a real estate appraiser trainee expires on June 30 of odd-numbered years and may be renewed.

(c) To renew a registration as a real estate appraiser trainee, the applicant shall

- (1) submit an application for renewal on a form provided by the department; and
- (2) pay the fees required in 12 AAC 02.370.

(d) An applicant for registration as a real estate appraiser trainee shall submit verification of satisfactory completion of 75 classroom hours of instruction that meet the requirement in 12 AAC 70.140(a).



State of Alaska  
 Department of Commerce, Community, and Economic Development  
 Division of Corporations, Business and Professional Licensing  
 PO Box 110806, Juneau, Alaska 99811-0806  
 Phone: (907) 465-2550  
 Fax: (907) 465-2974

OFFICE USE ONLY

**CREDIT CARD PAYMENT**

For security purposes, please **do not email or fax** credit card information. Mail this form with the completed renewal to the Division. Completion of this form is not proof of payment until the division processes the information contained herein. If any information on this form is illegible, the form will be rejected. Please print.

Name of Applicant or Licensee: \_\_\_\_\_  
*Corporate or Individual (first, middle, last)*

License Number (if applicable): \_\_\_\_\_

Type of License: \_\_\_\_\_

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"/> Fine	_____
<input type="checkbox"/> Other (specify): _____	_____
<b>Total:</b>	_____

Print Name on Credit Card: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address (optional): \_\_\_\_\_

Credit Card Type (check one):       VISA       MASTERCARD

**Signature of Credit Card Holder:** \_\_\_\_\_

**Card Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

*The bottom section of this form will be destroyed upon processing of the payment.*