



Alaska 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  
 Telephone: (907) 465-5470  
 E-mail: license@alaska.gov

**BIENNIAL CERTIFIED REAL ESTATE APPRAISER  
 LICENSE RENEWAL**

July 1, 2009 – June 30, 2011

**IT IS TIME TO RENEW YOUR CERTIFIED REAL ESTATE APPRAISER LICENSE**

Your license to practice as an appraiser in the State of Alaska expires on June 30, 2009. It is illegal for you to practice if your license has expired. There is no grace period. To renew your license for the period from July 1, 2009 through June 30, 2011 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 payment form). This is the only renewal notice that will be mailed. Incomplete applications will result in your renewal being rejected.

**RENEWAL DUE DATE** Submit renewal application as soon as possible to ensure processing prior to June 30, 2009. There is no grace period, all licenses not renewed by June, 30, 2009 will lapse.

**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 LICENSES** There is no "inactive" license status. If you choose not to renew your license before it expires, you may renew the license at a later date only after satisfying the requirements of AS 08.87 and 12 AAC 70. Licenses which have expired more than five years cannot be reinstated.

**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 Commission on Postsecondary Education has determined you are in loan default or if the Alaska Child Support Enforcement Division has determined you are in arrears on child support, you will be issued a nonrenewable temporary license valid for 150 days. Contact Postsecondary Education at 1-800-441-2962 or (907) 465-2962 or Child Support Services at (907) 269-6657 if your last name begins with A –M; Contact (907) 269-6845 if your last name begins with N – Z, or 1-800-478-3300 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 "Professional 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://www.commerce.state.ak.us/occ/buslic.htm>

<b>CHECK APPROPRIATE BOXES:</b> <input type="checkbox"/> GENERAL <input type="checkbox"/> RESIDENTIAL	
<input type="checkbox"/> Federal Registry Fee (REQUIRED FOR ALL LICENSEES).....\$50.00	<b>(Make payment to the State of Alaska)</b>
<input type="checkbox"/> License Number 001 - 738.....\$300.00	
<input type="checkbox"/> License Number 739 and above.....\$ 150.00	

**PERSONAL INFORMATION: (PRINT LEGIBLY OR TYPE)**

Name (Last, First, Middle):	
Mailing Address (Complete only if address has changed from address shown above):	Alaska License No.:
United States Social Security Number:	Date of Birth (MM/DD/YYYY):
E-mail Address:	Work Telephone:

**PROFESSIONAL FITNESS**

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

If you answer "Yes" to any of the questions below, you must submit an explanation which includes dates and circumstances and send any supporting documents that are applicable (court records, etc.).

Since <u>your last</u> Alaska Appraiser License was issued:	YES	NO
1. Have you been convicted of a crime involving moral turpitude? .....	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you had a real estate appraiser license/certificate revoked, suspended, denied, surrendered, or otherwise acted upon in any state or jurisdiction <u>or</u> is any such action pending? .....	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you been or are you the subject of an unresolved complaint or disciplinary action before an authority regulating real estate appraisers or a professional real estate appraisers' association? .....	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you committed, or had a lawsuit filed against you, while acting as a real estate appraiser, an act or omission involving dishonesty, fraud, or misrepresentation? .....	<input type="checkbox"/>	<input type="checkbox"/>

**CONTINUING EDUCATION:** Your license cannot be renewed unless you have met the continuing education requirements in Article 2 of 12 AAC 70. (See attached regulations.)

**RANDOM AUDIT:** The board will audit a percentage of the license renewals. If your license is randomly selected for audit, you will be required to submit copies of certificates as proof that you satisfied the continuing education requirements as you stated on this renewal form. Save your documents for at least four years so you can respond to audits.

**LATE RENEWAL APPLICANTS:** If you failed to complete the required hours of continuing education between July 1, 2007 and June 30, 2009, you must submit a letter of explanation and copies of course certificates, along with the completed renewal form and renewal fee.


**CONTINUING EDUCATION STATEMENT OF COMPLIANCE**

Read each option below and mark the box that is appropriate to your renewal.

- License #s 1-660.** I certify that in accordance with Article 2 of 12 AAC 70., I have obtained **28** hours of continuing education as well as satisfactorily completed of a 7-hour National USPAP Update Course (the 7-hour course may be a part of the 28 hours) during the concluding licensing period of July 1, 2007– June 30, 2009.
- License #s 661 through 738.** I certify that in accordance with Article 2 of 12 AAC 70., I have obtained **14** hours of continuing education during the concluding licensing period July 1, 2007– June 30, 2009.
- License #s 739 and above.** I certify that I have held my license less than one year and am not required to comply with continuing education requirements for this renewal only.
- Late Renewal Applicant:** I certify that I completed some or all my hours of continuing education after June 30, 2009 I have attached a letter of explanation and copies of certificates documenting completion of continuing education. Under 12 AAC 02.965, I understand that hours earned after June 30, 2009 may not be used for the subsequent renewal period (2009-2011).

**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**

## ARTICLE 2.

### CONTINUING EDUCATION REQUIREMENTS

#### Section

**200. Application for continuing education course or seminar approval**

**210. Approved continuing education courses and seminars**

**215. Approved online courses**

**220. Hours of continuing education required**

**12 AAC 70.200. APPLICATION FOR CONTINUING EDUCATION COURSE OR SEMINAR APPROVAL.** (a) A person or an organization wishing to sponsor a real estate appraisal continuing education course or seminar shall apply for board approval of that course or seminar by submitting

- (1) a completed application on forms provided by the department;
- (2) any fees required in 12 AAC 02.370;
- (3) the following information:
  - (A) a complete course description, including the course or seminar title and a description of the learning objectives;
  - (B) an outline of the major topics covered by the course or seminar and the number of classroom hours allowed for each topic;
  - (C) the name of the course or seminar provider;
  - (D) sample handouts and sample examinations used in the course or seminar;
  - (E) a copy of the attendance policy and a description of the procedures used for keeping a record of attendance;
  - (F) a course syllabus;
  - (G) a list of texts and instructional materials used in the course or seminar;
  - (H) the instructor's résumé that includes the instructor's
    - (i) name;
    - (ii) recognition in the real estate appraisal industry; and
    - (iii) professional designations and affiliations.

(b) An applicant for renewal may petition the board for approval of a course or seminar that the applicant believes will meet the requirements of 12 AAC 70.210.

(c) The board will award up to 10 hours of continuing education credit for nonstudent participation in an educational program as provided for in AS 08.87.120(b)(2). To receive credit under this subsection, an applicant for renewal shall provide the documentation necessary to substantiate the applicant's participation and experience, including

- (1) information on the topics covered and the hours spent in the program; and
  - (2) documentation that the applicant's involvement in the program was in the technical and professional aspects of real estate appraisal and that the primary focus of the program was directly related to the theories, concepts, principles, practices, techniques, methods, or problems applicable to one or more aspects of real property appraisal.
- (d) Course and seminar approval under this section is valid for three years from the date of approval.

**12 AAC 70.210. APPROVED CONTINUING EDUCATION COURSES AND SEMINARS.** (a) To be approved by the board, the primary focus of a continuing education course or seminar must be directly related to the theories, concepts, principles, practices, techniques, methods, or problems applicable to one or more aspects of real property appraisal.

(b) The board will approve a course or seminar on the following topics if the course or seminar meets the requirements of (a) of this section:

- (1) business courses related to real estate appraisal;
- (2) construction cost estimating;
- (3) ethics and standards of professional appraisal practice;
- (4) land use planning, zoning, and taxation;
- (5) property development;
- (6) real estate appraisal (including valuations and evaluations);
- (7) real estate financing and investment;
- (8) real estate law;
- (9) real estate litigation;
- (10) real estate appraisal related computer applications;
- (11) other topics related to real estate appraisal that are approved by the board.

(c) In addition to the courses approved by the board under 12 AAC 70.200, the following courses are approved for continuing education when they are consistent with (a) of this section:

- (1) courses offered by a member organization of The Appraisal Foundation;
- (2) courses offered by a regionally accredited junior college, college, or university; or
- (3) courses approved by the Appraiser Qualifications Board Educational Course Review Program.

(d) To be approved by the board, a continuing education course or seminar must include a minimum of two classroom hours, that meet the requirements of (a) of this section.

(e) The board will award continuing education credit for completion of a course by distance education if the course

- (1) meets the requirements of 12 AAC 70.140(f); or
- (2) is a course other than the one that qualifies under (1) of this subsection that

(A) is presented in a classroom setting with a person who can verify student attendance and is qualified to answer questions and provide information on course content; and

(B) meets the requirements of (a) - (d) of this section.

(f) Course and seminar approval under this section is valid for three years from the date of approval.

**12 AAC 70.215. APPROVED ONLINE COURSES.** (a) To be approved by the board to meet the continuing education requirements of 12 AAC 70.220, the primary purpose of an online course must be directly related to the theories, concepts, principles, practices, techniques, methods, or problems applicable to one or more aspects of real property appraisal.

(b) The board will approve an online course on the following topics if the online course meets the requirements of (a) of this section:

- (1) business courses related to real estate appraisal;
- (2) construction cost estimating;
- (3) ethics and standards of professional appraisal practice;
- (4) land use planning, zoning, and taxation;
- (5) property development;
- (6) real estate appraisal, including valuations and evaluations;
- (7) real estate financing and investment;
- (8) real estate law;
- (9) real estate litigation;
- (10) real estate appraisal related computer applications;
- (11) other topics related to real estate appraisal that are approved by the board.

(c) In addition to the online courses approved by the board under (b) of this section, the following online courses are approved for continuing education if they are consistent with (a) of this section:

- (1) courses presented by a regionally accredited junior college, college, or university that offers distance education programs in other disciplines;
- (2) repealed 1/16/2005;
- (3) courses approved by the Appraiser Qualifications Board Educational Course Review Program;
- (4) courses offered by a member organization of The Appraisal Foundation.

**12 AAC 70.220. HOURS OF CONTINUING EDUCATION REQUIRED.** (a) At the time of certificate renewal, an applicant for renewal who has been certified for

- (1) 24 months or more shall document satisfactory completion of at least 28 hours of continuing education;
- (2) at least 12 months, but less than 24 months, shall document satisfactory completion of at least 14 hours of continuing education;
- (3) less than 12 months is not required to meet continuing education requirements for that renewal.

(b) The board will not recognize continuing education hours claimed by an applicant for renewal for taking the same, or substantially identical, course more than once during a certification period.

(c) Except as provided in (d) of this section, credit is given for classroom and examination hours only and not for hours devoted to class preparation or completion of assignments. A classroom hour is defined in 12 AAC 70.910.

(d) Up to one-fourth of the hours required by this section may be obtained through distance education approved under 12 AAC 70.210 or online courses approved under 12 AAC 70.215.

(e) As part of the requirements of (a)(1) and (2) of this section, an applicant for renewal of a certificate shall document satisfactory completion of a 7-hour National USPAP Update Course, taught by an Appraiser Qualification Board certified instructor or its equivalent.

## **ARTICLE 4. GENERAL PROVISIONS**

### **Section**

#### **900. Standards of practice**

#### **910. Definition of classroom hours**

**12 AAC 70.900. STANDARDS OF PRACTICE.** The standards of practice for certified real estate appraisers practicing in the state are those specified in AS 08.87.200(3).

**EDITOR'S NOTE:** *The standards of practice referred to in 12 AAC 70.900 (Uniform Standards of Professional Appraisal Practice) are available from the Appraisal Foundation, publications department, 1029 Vermont Avenue, N.W., Suite 900, Washington, DC 20005-3517. Phone no. (202) 347-7722.*

**12 AAC 70.910. DEFINITION OF CLASSROOM HOUR.** For the purposes of this chapter,

- (1) except as provided in 12 AAC 70.145(d)(2)(A) and 12 AAC 70.220(c), one classroom hour equals a minimum of 50 minutes of instruction;
- (2) one academic semester credit hour equals 15 classroom hours; and
- (3) one academic quarter credit hour equals 10 classroom hours.



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OFFICE USE ONLY

**CREDIT CARD PAYMENT**

For security purposes, please **do not email** credit card information. Fax or mail this form 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): _____   | _____  |

**Total:** \_\_\_\_\_

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

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

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

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

Credit Card Type (check one):       VISA                       MASTERCARD

**Card Number:** \_\_\_\_\_

**Please provide the 3-digit security code number from the back of the card:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_