

Continuing Competency

Your license cannot be renewed unless you have met the continued competency requirements in 12 AAC 64.071 "License Renewal," and 12 AAC 64.500 "Continuing Education Requirements" (see enclosed copy of regulations).

Affidavit of Continuing Education

Continuing Education (CE) includes: 8 hours of Designated topics (DCE) and 12 hours of Elective topics (ECE) for 20 hours of CE.

Designated Continuing Education (DCE): 8 hours

Completed between February 1, 2008 and January 31, 2010

✓ Check the box to confirm your designated continuing education

1. Licensing Relationships (topic 1) - 2 hours
2. Prohibited Conduct (topic 18) – 2 hours
3. Property Disclosures & Inspections (topic 19) – 2 hours
4. Ethical Decision Making (topic 30) - 2 hours

Elective Continuing Education (ECE): 12 Hours

Completed between February 1, 2008 and January 31, 2010

✓ Check the box to confirm your elective continuing education

In addition to completing the above mandatory 8 hours, I confirm that I completed at least 12 hours of elective topics between February 1, 2008 and January 31, 2010.

WARNING

- Alaska Statute 11.56.210 states that any person who knowingly furnishes false or fraudulent information in this application is subject to imprisonment for not more than one year, a fine of not more than \$5,000, or both.
- 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.

In accordance with Article 8 of 12 AAC 64, **I hereby certify that I have obtained the necessary credit hours** of approved continuing education, during the licensing period February 1, 2008 through January 31, 2010, and that I have documentation of attendance of courses, as described in 12 AAC 64.071, which I will furnish to the Real Estate Commission if requested to do so.

Signature of Applicant

Date: _____

Biennial License Renewal: Real Estate

Verification: Broker Office Information

Please complete a verification page for your main and branch offices operating under your Real Estate Broker's license. This page is used for verification of information on file at the Real Estate Commission (REC) office.

❖ **This form may be used to change the general office information only (i.e. physical location, mailing address, telephone number, fax number, and trust account information). Changes in business name, ownership, broker or associate broker-in-charge require additional forms and fees.**

This page contains information about my Main Office Branch office

Business Name: _____

Physical Location: _____

Mail Address: _____

City: _____ Zip+4 code: _____

Telephone Number: _____ Fax Number: _____

Bank Name: _____

Trust Account Name(s): _____

Trust Account Number(s): _____

Ownership:

- Sole Proprietor Partnership Corporation Limited Liability Company

If a partnership, list partners: _____

If corporation, list corporate name and entity number: _____

Broker of record (print or type name): _____

Associate Broker of record if Branch office (print or type name): _____

I certify that the office information provided above is true and correct.

Broker Signature: _____ Date: _____

❖ **Please Note:** Alaska Statutes require a business to obtain a business license before engaging in business in the State of Alaska. Sole proprietorships, partnerships, corporations, LLPs, LLCs and other types of businesses must hold an Alaska Business License in addition to any other permits or professional licenses that may be required.

Current BL# _____ **Expiration Date:** _____

Biennial License Renewal Instructions

Your license to practice as a real estate broker in the State of Alaska expires on January 31, 2010. It is illegal for you to practice if your license has expired. There is no grace period.

HOW TO RENEW

There are two (2) ways for you to renew your license for the period from February 1, 2010 through January 31, 2012.

- **Renew Online**
Go to www.commerce.state.ak.us/occ/prec.htm click on the "Online Renewal" link or;
- **Renew by Mail**
Return this signed and dated application to the above address with a check or money order made payable to the State of Alaska (or use the attached credit card payment form)

INCOMPLETE APPLICATIONS WILL RESULT IN YOUR RENEWAL BEING REJECTED.

RENEWAL DUE DATE	The processing time for correct and completed renewal applications is three to four weeks after receipt if you renew by mail. If you renew online, licenses will be mailed within 3-4 days from your completed transaction date.
NAME CHANGE	If you have had a legal name change since your last license was issued, please enclose a completed "Change of Name" form and a copy of the legal document (marriage certificate, divorce decree, etc.) for proof of your name change. See the "Change of Name" form attached.
LAPSED LICENSE	If you choose not to renew your license January 31, 2010, it will lapse. You may reinstate a lapsed license only after the requirements in 12 AAC 64.071 are satisfied. If your license has been lapsed more than two years, the license expires and 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 web site at: www.commerce.state.ak.us/occ or contact the Commission 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 Services Division (CSSD) 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 1-888-441-2961 or CSSD at (907) 269-6900 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 address, is available on the Division's web site at: 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) 269-8160 or visit the following web site: www.commerce.state.ak.us/occ/buslic.htm .
RANDOM AUDIT	The Division will audit a percentage of license renewals. If your license is randomly selected for audit, you will be mailed a letter and required to submit copies of documentation and proof that you have completed the continued competency requirements as stated on your renewal form. Save your documents for at least four years so you can respond to audits. (AS 08.88.091(d) and 12 AAC 02.960)

ALASKA REAL ESTATE COMMISSION LISTSERV

Subscribe to the Alaska Real Estate Commission electronic mailing list and receive:

- Meeting Agendas
- Meeting Minutes
- Newsletters
- Position Statements
- Notice of Regulation Changes

Visit the Commission web site at www.commerce.state.ak.us/occ/prec.htm to sign-up. You may cancel your subscription at any time by unsubscribing.

Biennial License Renewal: Real Estate

Instructions

- **Complete, sign, and return** this application to the Alaska Real Estate Commission, at the address listed on the front of this page, to renew your license for the period from February 1, 2010 through January 31, 2012.
- Include a check or money order for the fees appropriate to your renewal; **make payable to the STATE OF ALASKA (SOA)**.
- **Complete, sign and attach the "AFFIDAVIT OF CONTINUING EDUCATION"** form with your renewal application.

Clarifications

- Your license to practice real estate in the State of Alaska lapses after January 31, 2010. It is illegal for you to practice real estate if your license has lapsed.
- **THERE IS NO GRACE PERIOD.**
- Incomplete, unsigned applications or insufficient fees will result in your renewal being rejected.
- **THIS IS THE ONLY RENEWAL NOTICE YOU WILL RECEIVE.**

If you want to change from Active to Inactive status or transfer to a different office, a separate form and a separate fee are required. Real Estate forms are available on request at (907) 269-8162 in Anchorage or on the Internet at <http://www.commerce.state.ak.us/occ/prec.htm>.

To Renew and Remain an Active Licensee

STEP 1: Complete, sign, and submit a renewal application form.

STEP 2: Confirm that you are in compliance with all continuing competency requirements. **DO NOT SEND** CE certificates or copies of your CE certificates.

STEP 3: Enclose a check or money order, payable to the **State of Alaska (SOA)**. In the amount of **\$366.00** (\$275.00 for the licensing fee and \$91.00 for the surety fund fee).

To Renew and Remain an Inactive Licensee

STEP 1: Complete, sign, and submit a renewal application form, to renew inactive.

STEP 2: Confirm that you are in compliance with all continuing competency requirements. **DO NOT SEND** CE certificates or copies of your CE certificates.

STEP 3: Enclose a check or money order, payable to the **State of Alaska (SOA)** in the amount of **\$275.00** for the licensing fee only (no surety fund fee is required to renew in an inactive status).

To Change from Active to Inactive Status and Renew Inactive

STEP 1: Complete, sign and submit an "Application to Change License Status" to change your status from Active to Inactive. (*This form is available on the AREC web site at www.commerce.state.ak.us/occ/prec.htm.) Attach the \$50.00 fee.*

STEP 2: Submit a completed renewal form with your signature, to renew inactive.

STEP 3: Confirm that you are in compliance with all continuing competency requirements. **DO NOT SEND** CE certificates or copies of your CE certificates.

STEP 4: Enclose a check or money order, payable to the **State of Alaska (SOA)** in the amount of **\$325.00**, (\$50.00 for inactivation fee and \$275.00 for the licensing fee only, no surety fund fee is required to renew in an inactive status).

Non-renewal leads to lapsed license

- If you choose not to renew by 01/31/2010, your license will go into a lapsed status. **YOU CANNOT PRACTICE REAL ESTATE IF YOUR LICENSE IS LAPSED.**
- **Brokers:** If your license goes into a lapsed status, your office will automatically be closed until your license is reinstated and you open a new office. All licensees in that office, which closed due to the broker's lapsed license, will go into a suspended status until the licensee transfers their license to another office or the licensee reinstates with their previous broker's new office.
- Unless you reinstate your license, it will remain in lapsed status until the next renewal date, 01/31/2012, at which time it will expire and a new license will be required to practice real estate.

► **If your license lapses and you wish to reinstate, you may do so, but you must pay both the license fee and Surety Fund fee for the license period 02/01/2010 through 01/31/2012. You must also submit copies of your certificates for the Continuing Education required for the license period of 02/01/2008 through 01/31/2010 and proof of completion of Post Licensing Education (PLE), if applicable.**

Biennial License Renewal: Real Estate

Alaska Administrative Code: Title 12, Chapter 64: Real Estate Commission

Title 12, Chapter 64, Article 02: Licensing

12 AAC 64.071: Licensing Renewal

- (a) All licenses lapse January 31 of every even-numbered year unless renewed under this section and in accordance with AS 08.88.091, 08.88.171, and 08.88.251.
- (b) An applicant for renewal of an active license shall submit to the department, by the date the license lapses,
 - (1) a completed renewal application on the form provided by the department;
 - (2) the license renewal fee established in 12 AAC 02.360;
 - (3) the surety fund fee established in 12 AAC 64.073; and
 - (4) certification that the applicant has satisfied the continuing education requirements of AS 08.88.091(d) and 12 AAC 64.500.
- (c) An applicant for renewal of an inactive license shall submit to the department, on or before the date the license lapses,
 - (1) a completed renewal application on the form provided by the department;
 - (2) the license renewal fee established in 12 AAC 02.360; and
 - (3) certification that the applicant has satisfied the continuing education requirements of AS 08.88.091(d) and 12 AAC 64.500.
- (d) A license lapses if an application for renewal either has not been received by the department or is not complete by the date the license is to lapse.
- (e) A lapsed license will be reinstated only as an active license according to the provisions of this section.
- (f) A licensee may be inactive for an entire licensing period and reactivate without paying the surety fund fee established in 12 AAC 64.073 if the licensee's inactive license dates coincide exactly with the dates of a biennial licensing period.
- (g) Except for an initially-issued license that has lapsed under (a) of this section, an initially-issued license lapses 395 days after issuance unless the real estate licensee meets the requirements of 12 AAC 64.064.

Title 12, Chapter 64, Article 08: Continuing Education Requirements

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) agency 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; and
 - (37) tax law and exchanges;
 - (38) broker disclosure responsibility; and
 - (39) broker supervision;
 - (40) broker trust account responsibility; and
 - (41) organizing and managing real estate office.

Biennial License Renewal: Real Estate

CONTINUED: Alaska Administrative Code: Title 12, Chapter 64.500 Real Estate Commission

- (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:
 - (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 during 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, will have 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.



State of Alaska
Department of Commerce, Community and Economic Development
Division of Corporations, Business and Professional Licensing
Real Estate Commission
550 W 7th Avenue, Suite 1950
Anchorage, AK 99501-3567
Telephone: (907) 269-8162 Fax: (907) 269-1066
E-mail: license@commerce.state.ak.us
Website: www.commerce.state.ak.us/occ/prec.htm

CHANGE OF NAME FORM

Please complete this form showing your present and former name. This form must be **NOTARIZED** and submitted to this office (**with a copy of the court order or marriage certificate attached for the correction of your record** within 30 days of your name change. Submit a \$30.00 fee made payable to the State of Alaska. (Note: If the mailing address provided below is different than what we currently have on file, your record will be updated to reflect that change unless you advise otherwise.)

I, _____, am applying for or am currently licensed as
Previous Name

a/an _____, Alaska License No. (if applicable) _____,
Occupation

Current Mailing Address _____ City _____ State _____ Zip Code _____

I hereby certify that I changed my name to _____
Name

Effective _____
Signature/New Name

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20_____.

NOTARY SEAL

Signature of Notary Public

City and State

My Commission Expires



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** 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: _____