

**STATE OF ALASKA**  
**DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT**  
**DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING**  
**REAL ESTATE COMMISSION**  
**550 WEST 7<sup>TH</sup> AVENUE, SUITE 1950**  
**ANCHORAGE, AK 99501-3567**  
**Phone: (907) 269-8168 ★ Fax: (907) 269-1066**  
**Email: [license@commerce.state.ak.us](mailto:license@commerce.state.ak.us)**

<b>For Department use only</b>       <b>Approved:</b>  <b>Date:</b> _____  <b>By:</b> _____
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**TEMPORARY INSTRUCTOR**  
**APPROVAL APPLICATION**

Temporary approval fee: \$50.00 (5 – Day Approval; non-renewable)

Temporary Approvals are issued in accordance with 12 AAC 64.450. Temporary Instructor Approval.

- (a) A course sponsor may request the temporary approval of a person to teach a course if the sponsor
  - (1) is unable to find an instructor approved by the commission to teach that course topic for credit; or
  - (2) chooses to use a qualified instruction from another state.
  
- (b) The commission, or its designee, will, in its discretion, issue a fine-day temporary instruction approval to a person who
  - (1) is currently certified by a nationally recognized organization that requires similar instructor standards; or
  - (2) has experience in the specific subject area to be covered by the course.

I. Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

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

Street or P.O. Box	City	State	Zip+4
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E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

- II. The course I plan to teach is sponsored by \_\_\_\_\_.
- The sponsor
- a) is unable to find an instructor approved by the Commission and therefore is requesting Commission approval for me to teach the course.     Yes\*     No
- \*If Yes:** a letter from the Sponsor must be attached.
- OR**
- b) I am a qualified instructor in the State of \_\_\_\_\_ and have been asked by the sponsor to teach the above course.     Yes\*     No
- \*If Yes:** attach a copy of the Instructor Certification from the other jurisdiction/national organization.

III. The 5 day period I would like the approval to cover is: \_\_\_\_\_

I hereby certify the information in this application is true and correct.

**IV. List topics numbers** for which you are seeking approval as an instructor: Please refer to subject areas included in 12 AAC 64.500)

**Topic Subject:**

Please check each subject area and topic number that you are requesting approval to instruct. **Remember: You must be able to show that you have experience in each subject area.**

✓	<u>TOPIC NUMBER</u>	<u>SUBJECT AREA</u>
	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 6/28/1997
	6	Contracts
	7	Energy Conservation
	8	Health, Safety, Environmental Issues and ADA Compliance with 42 U.S.C. 12101 – 12213 (Americans with Disabilities Act of 1990)
	9	Fair Housing, Equal Opportunity Laws
	10	Financing Real Estate
	11	Foreclosure, Judgements 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 Services
	36	Commercial Property Management
	37	Tax Law and Exchanges
	38	Broker Disclosure Responsibilities
	39	Broker Supervision
	40	Broker Trust Account Responsibilities
	41	Organizing and Managing a Real Estate Office

SIGN HERE ➔

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Attachments required:

1) Evidence of current certification

**OR**

2) Resume and supporting evidence of experience in the specific subject area to be covered in the course, and

3) Letter from sponsor if applicable per question II (a).

4) \$50.00 Fee.

**ARTICLE 8.  
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) 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.