



**STATE OF ALASKA  
DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC  
DEVELOPMENT  
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## **COURSE INITIAL APPLICATION**

### **GENERAL INFORMATION**

To be certified by the Commission, a course must meet the following minimum requirements:

- the course must add to the practical knowledge required to perform the duties of a real estate practitioner in areas identified in 12 AAC 64.063 and 12 AAC 64.500;
- the course content must be applicable to all areas of the state, but may also include consideration of unique local circumstances;
- the course must be taught by an instructor approved by the Commission to teach that course topic;
- a guest instructor who is not approved may be used to present a specialized portion of a course if an approved instructor for the course topic is also present;
- students must be required to adhere to a strict attendance policy in order to receive credit for the course;
- students must complete a course and instructor evaluation of a form required by the Commission; the Commission will provide a master copy of the form to each course sponsor;
- a certificate of completion shall be given to each student who attends and participates in the course (see 12 AAC 64.410 for details of the required content for the certificate of completion).

Courses developed by national organizations that issue professional designations in specific areas of licensed real estate practice and that are required to earn or maintain a nationally recognized professional designation **and** courses in subject areas identified in 12 AAC 64.500 offered by an accredited college or university will not be charged a course approval fee and credit will be recognized equal to the number of hours of actual class time, excluding examinations, up to a maximum of 12 hours per course.

### **FEES**

The fee for course approval is \$60 per credit hour requested. Please make checks or money orders payable to "State of Alaska".

### **CHANGE OF ADDRESS**

To ensure proper notification of changes to regulations concerning real estate education, updated applications and forms and information about renewing course and instructor certification, please notify the Commission of any address change.

### **COURSE CERTIFICATION**

New courses must be submitted no later than 45 days prior to the course offering date. A course can not be advertised as being approved by the Commission nor can credit be offered to real estate licensees until written approval has been received by the Commission.

The Application for Course Approval must be submitted for each course. All requested documents and fees must be submitted with the application before it will be reviewed by the Commission. The Commission will notify course developers if information is missing from their application or if additional information or clarification is needed to complete the review process.

A course certified by the Commission may be offered for credit from the date the Commission certifies the course until January 31 of the next even-numbered year.

## **COURSE RENEWAL**

All continuing education courses expire on January 31 of even-numbered years. Renewal paperwork is mailed to course owners 60 days prior to the renewal deadline. All courses must be renewed with the commission 45 days prior to the offering of the course for credit.

## **CONTINUING EDUCATION REQUIREMENTS FOR LICENSEES**

All licenses expire on January 31 of even-numbered years. Currently, licensees are required to complete 20 contact hours of continuing education. Of those hours, 8 hours must be designated continuing education (DCE) and 12 hours elective continuing education (ECE).

Beginning February 1, 2008 all new licensees will be required to complete 30 hours of post-licensing education within 1 year of being licensed.

## **CHANGES IN COURSE CONTENT**

Any change in the content or materials used in a certified course may be implemented immediately if it is based on a United States Supreme Court or Alaska Supreme Court decision or a change in the policy of a financial institution or agency and that has a specific effective date.

A change in content or materials related to a change in the policy of a financial institution or a government agency must be reported to the Commission within 15 days after receipt of the public memorandum or press release.

Any other substantive change must be submitted as an amendment to an approved course outline 45 days before the first offering date of the course.

## **CORRESPONDENCE COURSES**

Correspondence courses include **all** courses taught outside the classroom setting.

In addition to meeting the requirements set forth in 12 AAC 64.420 the sponsor must:

- submit a copy of the complete course materials including published texts and audio/visual tapes;
- submit written instructions for completing each lesson;
- provide copy of the final exam or project activity.

## **CONTINUING EDUCATION CATALOG**

A searchable catalog of all approved continuing education courses is available on the AREC web site [www.commerce.state.ak.us/occ/prec.htm](http://www.commerce.state.ak.us/occ/prec.htm).



**Credit Type:**       Salesperson Pre-Licensing     Broker Pre-Licensing     Post Licensing Education

Elective Continuing Education       Designated Continuing Education

**Course Delivery Method:**     Classroom     Correspondence     Video     Internet     Teleconferencing

**Course Subject Information:**

Please indicate the appropriate subject area that will be covered in this course and the amount of time spent on each.

TOPIC NUMBER	SUBJECT AREA	TIME
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	
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	

**Is this course required to earn or maintain a nationally recognized professional designation?**  Yes  No

(check all that apply):

NAR  IRWA  CAI  IREM  Other: \_\_\_\_\_

(If “Yes”, please attach proof that the course is being taught by an instructor certified by a national organization to deliver the course and a list of designations offered and the courses required for each designation).

**Is this course approved by ARELLO/IDECC?**  Yes  No

(If “Yes”, please attach proof of course approval)

**Is this course being offered by an accredited college or university?**  Yes  No

(If “Yes”, please submit a syllabus of the course)

Courses developed by national organizations that issue professional designations in specific areas of licensed real estate practice and that are required to earn or maintain a nationally recognized professional designation **and** courses in subject areas identified in 12 AAC 64.500 offered by an accredited college or university will not be charged a course approval fee and credit will be recognized equal to the number of hours of actual class time, excluding examinations, up to a maximum of 12 hours per course.

**III. COURSE OUTLINE, LEARNING OBJECTIVES TEACHING TECHNIQUE**

Please detail the sequence of topics, time spent on each topic, *learning objectives*\* for each topic and method of instruction. If you choose to submit your own outline, it must include all of the pertinent information listed below.

**Example:**

TIME SEGMENT	SEGMENT DISCUSSION	LEARNING OBJECTIVE What will the attendee be able to do after completing the course?	TEACHING TECHNIQUE
9:00-10:00		Evaluate.....	Lecture/Video
10:00-10:30		Identify.....	Lecture/Group Exercise

TIME SEGMENT	SEGMENT DISCUSSION	*LEARNING OBJECTIVE What will the attendee be able to do after completing the course?	TEACHING TECHNIQUE

\* Please see the general information page of this application for examples of learning objectives. If more room is needed, please use a separate piece of paper.

**What types of teaching aides will be used to teach this program?**

Audio/Video     PowerPoint     Overheads     Video Conference     Flip Charts     Lecture Only

**Will this course be limited to in-house training only?**     Yes     No

**IV. COURSE SCHEDULE**

Please provide information about course offering dates.

Course offered by request only.

DATE	LOCATION	TIME	INSTRUCTOR*

\*If the instructor is not already certified by the Alaska Real Estate Commission, they must apply before teaching any approved course.

**V. REQUIRED DOCUMENTS**

Unless otherwise indicated, all documents must be submitted with the course application. Courses will not be reviewed and approved until the course application packets are complete. All applications must be submitted 45 days prior to the first course offering. The course may not be advertised **for credit** until approval by the Commission is received.

CHECKLIST	ATTACHMENTS	OFFICE USE ONLY
<input type="checkbox"/>	Completed Application, submitted at least 45 days prior to course offering	
<input type="checkbox"/>	COURSE APPROVAL FEE: \$60.00 per credit hour requested	
<input type="checkbox"/>	Course Materials (including handouts, text materials, overheads, pamphlets and brochures)	
<input type="checkbox"/>	Sample of Certificate of Completion (must include student name, course title, course number, dates, signature of instructor and location of the course)	
<input type="checkbox"/>	Explanation of Attendance Policy and Provision for Class Make-up	
<input type="checkbox"/>	Sample Attendance Record Form	
<input type="checkbox"/>	Course/Instructor Evaluation Form	
<input type="checkbox"/>	Provision for Correspondence ( <i>if applicable</i> )	
<input type="checkbox"/>	Final Exam and Answer Key ( <i>if applicable</i> )	

SIGN HERE



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

\_\_\_\_\_  
Date

**12 AAC 64.410. MINIMUM COURSE REQUIREMENTS.**

- (a) Except as provided in (f) and (g) of this section, only real estate education courses certified by the commission or its designee meet the requirements of AS 08.88.091. To be certified by the commission, a course must meet the following minimum requirements:
  - (1) the course must add to the practical knowledge required to perform the duties of a real estate practitioner in areas identified in 12 AAC 64.063 and 12 AAC 64.500;
  - (2) the course content must be applicable to all areas of the state, but may also include consideration of unique local circumstances;
  - (3) repealed 6/28/97;
  - (4) the course must be taught by an instructor approved by the commission to teach that course topic;
  - (5) a guest instructor who is not approved may be used to present a specialized portion of a course if an approved instructor for the course topic is also present;
  - (6) students must be required to adhere to a strict attendance policy in order to receive credit for the course;
  - (7) students must complete a course and instructor evaluation on a form required by the commission; the commission will provide a master copy of the form to each course sponsor;
  - (8) a certificate of completion shall be given to each student who attends and participates in the course and completes the evaluation, showing the
    - (A) name of student;
    - (B) city where course was held;
    - (C) course title and course approval number;
    - (D) date the course was delivered;
    - (E) number of contact hours awarded;
    - (F) signature of the course instructor or sponsor; and
    - (G) name of the course instructor.
- (b) A transcript from a college or university registrar may substitute for the certificate of completion required in (a)(8) of this section.
- (c) Regardless of the number of courses taken in a single day, a student may not receive credit for more than ten hours of instruction per day.
- (d) The commission will maintain a list, updated quarterly, of approved courses that are open to any licensee. The commission will make the list available at the division's office in Anchorage, in the commission newsletter, through a publicly accessible electronic medium, and by other appropriate methods.
- (e) A course outline submitted to the commission in compliance with 12 AAC 64.420(a)(3)(D) is the property of the author or course sponsor.
- (f) Courses developed by a national organization that issues professional designations in specific areas of licensed real estate practice, and that are required to earn or maintain a nationally recognized professional designation, will be recognized for credit if
  - (1) the course is taught by an instructor certified by the national organization to deliver the course; and
  - (2) the national organization provides
    - (A) a list of the designations offered and the courses required for each designation to the commission annually; and
    - (B) a certificate of successful course completion.
- (g) Courses in the subject areas identified in 12 AAC 64.500 offered by an accredited college or university will be recognized for credit. To determine the number of credit hours to be granted, the licensee must
  - (1) submit a syllabus of the course; and
  - (2) arrange for and ensure the submission of an official transcript directly from the college or university where the course was offered.
- (h) for a course recognized under (f) or (g) of this section,
  - (1) a course approval fee will not be charged; and
  - (2) credit will be recognized equal to the number of hours of actual class time, excluding examinations, up to a maximum of 12 hours per course.

**12 AAC 64.420. APPLICATION FOR COURSE CERTIFICATION.**

- (a) To apply for commission certification of a real estate course, a course sponsor shall submit
  - (1) a completed application on a form provided by the department;
  - (2) the fees required in 12 AAC 02.360;
  - (3) the following information:
    - (A) title of course;
    - (B) the number of contact hours requested;
    - (C) the name of the sponsor and designated contact person;
    - (D) a detailed course outline that identifies the course content and objectives and includes text materials, sample handouts, and a sample examination, if any;
    - (E) a copy of the attendance policy and a description of the procedures used for keeping a record of attendance;
    - (F) provisions for offering the course by correspondence, if any; and
    - (G) the policy for allowing a student to make up missed class time, if any.

- (b) A completed application for course certification or biennial recertification must be filed 45 days before the first offering date of the course. A course may not be advertised as being certified under this chapter until the applicant has received written certification from the commission.
- (c) A course certified by the commission may be offered for credit from the date the commission certifies the course until January 31 of the next even-numbered year. The commission will provide course sponsors with applications for course recertification by October 15 of odd-numbered years.
- (d) Repealed 6/28/97.
- (e) Any change in the content or materials used in a certified course may be implemented immediately if it is based on a United States Supreme Court or Alaska Supreme Court decision or a change in the policy of a financial institution or government agency that has been documented by a public memorandum or press release from that institution or agency and that has a specific effective date. A change made under this subsection related to a change in the policy of a financial institution or government agency must be reported to the commission within 15 days after receipt of the public memorandum or press release. Any substantive change other than one described in this section must be submitted as an amendment to an approved course outline according to the schedule set out in (b) of this section.

**12 AAC 64.430. CORRESPONDENCE COURSES.**

- (a) To obtain certification of a correspondence course a sponsor must
  - (1) meet the requirements of 12 AAC 64.420;
  - (2) submit a copy of the complete course materials that will be provided to participants, including any published texts and audio-cassette or videotapes; and
  - (3) submit the written instructions for completing each lesson.
- (b) All courses taken by correspondence must include an examination, or a project activity, to be turned into the course sponsor for grading. The project activity must be submitted along with the course material to the commission for prior approval.