



STATE OF ALASKA
DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT
DIVISION OF CORPORATIONS BUSINESS AND PROFESSIONAL LICENSING
REAL ESTATE COMMISSION
550 WEST 7TH AVENUE, SUITE 1950
ANCHORAGE, AK 99501
Telephone: (907) 269-8162 Fax: (907) 269-1066
E-mail: license@commerce.state.ak.us
Web Site: www.commerce.state.ak.us/occ/prec.htm

INSTRUCTOR INITIAL APPLICATION

GENERAL INFORMATION

To be approved as an instructor, an applicant must have experience teaching or training adults*, and at least one of the following:

- A Bachelor's degree in real estate or a related field
- Five years experience as a real estate licensee with documented experience in the topic area the applicant is seeking approval to teach
- Another combination of experience and education that establishes the applicant's credentials in the requested topic area
- To be listed as an approved instructor by a national organization that offers professional real estate courses that have been approved by the Commission for continuing education credit under 12 AAC 64.420

**Successful completion of an instructor workshop sponsored by ARELLO, NAR, REEA, IRWA, CIA or other national organizations determined to be comparable by the Commission, or the Commission's designee, may be substituted for the teaching experience or training required.*

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.

INSTRUCTOR RENEWAL

An instructor approval expires on April 1 of years ending in 0 or 5. An initial instructor approval issued from January 1 through March 31 of a year ending in 0 or 5 will expire on April 1 of the next year that ends in a 0 or 5. Renewal paperwork is mailed to instructor's 60 days prior to the renewal deadline. All instructors must be renewed with the commission 45 days prior to the teaching of a 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 and 12 hours elective continuing education.

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

CONTINUING EDUCATION CATALOG

A searchable catalog of all approved continuing education courses and corresponding instructors is available on the AREC web site at www.commerce.state.ak.us/occ/prec.htm.

Additionally, a list all approved instructors will be published quarterly in the AREC newsletter.

Date Stamp



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INSTRUCTOR INITIAL APPLICATION

Permanent Certification \$125.00 Temporary Certification \$50.00

I. PERSONAL INFORMATION

Name: _____
 Mailing Address: _____
 City: _____ State: _____ Zip Code: _____
 Contact: _____
 Phone: _____ Fax: _____ Email: _____
 Alaska Real Estate License Number (if applicable): _____

II. MINIMUM QUALIFICATIONS

✓	METHOD	QUALIFICATIONS	REQUIRED DOCUMENTATION
<input type="checkbox"/>	1	A Bachelor's Degree in Real Estate or a related field.	1. Current Resume Documenting Degree and Experience in Chosen Topics – AND 2. Proof of Experience Teaching or Training Adults - OR Certificate of Completion of Instructor Training Course
<input type="checkbox"/>	2	Five years experience as a real estate licensee with documented experience in the topic area(s) the applicant is seeking approval to teach.	1. Current Resume Documenting Experience in Chosen Topics - AND 2. Proof of Experience Teaching or Training Adults – OR Certificate of Completion of Instructor Training Course
<input type="checkbox"/>	3	Another combination of experience and education that established the applicant's credentials in the requested topic area(s).	1. Current Resume Documenting Experience in Chosen Topics - AND 2. Proof of Experience Teaching or Training Adults – OR Certificate of Completion of Instructor Training Course
<input type="checkbox"/>	4	Be listed as an approved instructor by a national organization that offers professional real estate courses that have been approved by the commission for continuing education credit under 12 AAC 64.420.	1. Current Resume - AND 2. Copy of Certificate or Proof of Organization Membership – AND 3. Proof of Experience Teaching or Training Adults – OR Certificate of Completion of Instructor Training Course

III. INSTRUCTOR EDUCATION

Train the Trainer:

Have you successfully completed an instructor development workshop*? Yes No
(If yes, please attach copy of certificate of completion)

If "Yes", date: _____

Location: _____

Workshop Sponsor:

- ARELLO (Association of Real Estate License Law Officials)
- NAR (National Association of Realtors)
- REEA (Real Estate Educators Association)
- IRWA (International Right of Way Association)
- CIA (Community Association Institute)
- IREM (Institute of Real Estate Management)

- AREC (Alaska Real Estate Commission)

**Successful completion of an instructor workshop sponsored by ARELLO, NAR, REEA, IRWA, CIA or other national organizations determined to be comparable by the Commission, or the Commission's designee, may be substituted for teaching experience or training required.*

IV. TEACHING EXPERIENCE

If you are seeking instructor approval through **methods 2 or 3 of Section II** above, you will need to complete the following information. You must be able to show that you have active experience teaching or training adults.

DATE	TEACHING EXPERIENCE	HOURS TAUGHT

Total Hours: _____

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.**

<input checked="" type="checkbox"/>	<u>TOPIC NUMBER</u>	<u>SUBJECT AREA</u>
<input type="checkbox"/>	1	Licensee Relationships
<input type="checkbox"/>	2	Closing Transactions
<input type="checkbox"/>	3	Common Interest Ownership and Resale Certificates Required Under AS 34.08.590
<input type="checkbox"/>	4	Communications, Negotiations, and Real Estate Counseling Skills
<input type="checkbox"/>	5	Repealed 6/28/1997
<input type="checkbox"/>	6	Contracts
<input type="checkbox"/>	7	Energy Conservation
<input type="checkbox"/>	8	Health, Safety, Environmental Issues and ADA Compliance with 42 U.S.C. 12101 – 12213 (Americans with Disabilities Act of 1990)
<input type="checkbox"/>	9	Fair Housing, Equal Opportunity Laws
<input type="checkbox"/>	10	Financing Real Estate
<input type="checkbox"/>	11	Foreclosure, Judgements and Bankruptcy
<input type="checkbox"/>	12	International Real Estate Transactions
<input type="checkbox"/>	13	Land Use, Planning, Zoning and Building Codes
<input type="checkbox"/>	14	Legal Descriptions
<input type="checkbox"/>	15	Listing Responsibilities
<input type="checkbox"/>	16	Marketing Property
<input type="checkbox"/>	17	New Construction
<input type="checkbox"/>	18	Prohibited Conduct
<input type="checkbox"/>	19	Property Disclosure and Inspections
<input type="checkbox"/>	20	Residential Property Management
<input type="checkbox"/>	21	Property Valuation
<input type="checkbox"/>	22	Real Estate Brokerage Management
<input type="checkbox"/>	23	Real Estate Investment Analysis
<input type="checkbox"/>	24	Real Estate Property Law
<input type="checkbox"/>	25	Real Estate License Law
<input type="checkbox"/>	26	Securities
<input type="checkbox"/>	27	Title Insurance and Lien Law
<input type="checkbox"/>	28	Trust Account Management
<input type="checkbox"/>	29	Trusts, Estates and Probate
<input type="checkbox"/>	30	Ethical Decision Making in Real Estate Transactions
<input type="checkbox"/>	31	Community Association Management
<input type="checkbox"/>	32	Community Association Documents
<input type="checkbox"/>	33	Risk Management
<input type="checkbox"/>	34	Alaska Landlord Tenant Law
<input type="checkbox"/>	35	Customer Client Services
<input type="checkbox"/>	36	Commercial Property Management
<input type="checkbox"/>	37	Tax Law and Exchanges
<input type="checkbox"/>	38	Broker Disclosure Responsibilities
<input type="checkbox"/>	39	Broker Supervision
<input type="checkbox"/>	40	Broker Trust Account Responsibilities
<input type="checkbox"/>	41	Organizing and Managing a Real Estate Office

V. REQUIRED DOCUMENTS

Unless otherwise indicated, all documents must be submitted with the instructor approval application. Applications will not be reviewed and approved until the application packets are complete. An instructor must be certified to teach all courses approved and being offered for credit through the Alaska Real Estate Commission.

CHECKLIST	ATTACHMENTS	OFFICE USE ONLY
<input type="checkbox"/>	Completed Application, submitted at least 45 days prior to course instruction	
<input type="checkbox"/>	INSTRUCTOR APPROVAL FEE: (\$125.00 Permanent) (\$50.00 Temporary)	
<input type="checkbox"/>	Certificates of Completion From Instructor Development Workshop	
<input type="checkbox"/>	Proof of Instructor Approval by National Organization (<i>if applicable</i>)	
<input type="checkbox"/>		
<input type="checkbox"/>		

SIGN HERE 

Signature of Applicant

Date

12 AAC 64.400. PURPOSE OF COURSE CERTIFICATION AND INSTRUCTOR APPROVAL.

The Real Estate Commission certifies real estate education courses and approves course instructors for the purpose of

- (1) establishing uniform high standards for real estate educational offerings;
- (2) assuring that only those courses that cover current and relevant information are certified; and
- (3) assuring that instructors meet minimum education and experience requirements.

12 AAC 64.440. INSTRUCTOR APPROVAL.

- (a) Except as provided in 12 AAC 64.410(f) and (g), only a course taught by an instructor who is approved by the commission, or its designee, to teach a course on that topic meets the education requirements of AS 08.88.091 and this chapter. A national instructor must obtain approval from the commission, or its designee, in the appropriate topic area before teaching any course other than a course required to qualify a licensee for a professional designation in licensed real estate practice from a national organization.
- (b) An applicant for instructor approval must apply to the commission by submitting
 - (1) a completed application on a form provided by the department;
 - (2) the fees required in 12 AAC 02.360;
 - (3) a list of topics the applicant is seeking approval to teach; and
 - (4) a resume indicating the education and experience of the applicant in the requested topic areas, including the experience and education required in (c) of this section.
- (c) To be approved as an instructor, an applicant must have experience teaching or training adults, and at least one of the following:
 - (1) a bachelor's degree in real estate or a related field;
 - (2) five years of experience as a real estate licensee with documented experience in the topic area the applicant is seeking approval to teach;
 - (3) another combination of experience and education that establishes the applicant's credentials in the requested topic area;
 - (4) be listed as an approved instructor by a national organization that offers professional real estate courses that have been approved by the commission for continuing education credit under 12 AAC 64.420.
- (d) Successful completion of an instructor workshop sponsored by the Association of Real Estate License Law Officials (ARELLO), the National Association of Realtors (NAR), the Real Estate Educators' Association (REEA), the International Right of Way Association (IRWA), the Community Association Institute (CAI), or other national organization determined to be comparable by the commission, or the commission's designee, may be substituted for the teaching experience or training required.
- (e) If necessary to verify or substantiate the qualifications of an applicant for instructor approval, the commission, or its designee, will interview an applicant for instructor approval. If the commission requests division staff to conduct the interview, the division staff shall conduct the interview using the standards for instructor approval set out in this section. The division staff shall prepare a report on the interview and provide it to the commission for further action.
- (f) An instructor approval expires on April 1 of years ending in 0 and 5. An initial instructor approval issued under (b) of this section from January 1 through March 31 of a year ending in 0 or 5 will expire on April 1 of the next year that ends in a 0 or 5. The applicant for renewal of an instructor approval must submit to the department
 - (1) a completed application for renewal on a form provided by the department;
 - (2) the instructor approval recertification fee required in 12 AAC 02.360; and
 - (3) evidence of completion during the biennial licensing period for real estate licensee's immediately preceding the date of application, or the current biennial licensing period if in progress at the date of application, of
 - (A) at least two hours of continuing education in each topic area for which the instructor is applying for recertification;
 - (B) teaching a course in the topic area for which the instructor is applying for recertification; or
 - (C) practical experience in the topic.
- (g) Repealed 06/22/08.

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 instructor from another state.
- (b) The commission, or its designee, will, in its discretion, issue a five-day temporary instructor 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 that course.

12 AAC 64.460. WITHDRAWAL OR DENIAL OF INSTRUCTOR APPROVAL.

- (a) The commission will, in its discretion, withdraw instructor approval or deny an application for approval if
 - (1) disciplinary action is taken or pending by the commission or another licensing jurisdiction against that instructor's practitioner license;
 - (2) the instructor is no longer providing satisfactory instruction based upon
 - (A) poor student evaluations; or
 - (B) the findings of a classroom audit conducted by the commission or its designee;
 - (3) the instructor offers a course for credit that has not received prior written approval from the commission;
 - (4) the instructor teaches a course in a subject area that the instructor has not been approved to teach; or
 - (5) the instructor provides fraudulent information or documentation to a licensee or to the commission.
- (b) If instructor approval is withdrawn or an application for instructor approval is denied, the commission will provide a written notice of withdrawal or denial of approval, stating the reasons for the withdrawal or denial. Withdrawal of instructor approval is effective 30 days after the date of the written notice of withdrawal unless the instructor files a written request to petition the commission at its next regularly scheduled meeting.

12 AAC 64.470. WITHDRAWAL OR DENIAL OF COURSE CERTIFICATION.

- (a) The commission will, in its discretion, withdraw course certification or deny an application for course certification if the commission, or the commission's designee, finds that the course no longer meets the standards adopted by the commission in 12 AAC 64.410, as evidenced by
 - (1) the findings of a classroom audit; or
 - (2) review of the course content at the time of recertification under 12 AAC 64.420(c).
- (b) If course certification is withdrawn or an application for course certification is denied, the commission will provide a written notice of withdrawal or denial of certification stating the reasons for the withdrawal or denial. Withdrawal of course certification is effective 30 days after the date of the written notice of withdrawal unless the sponsor of the course files with the commission an acceptable revision of the course outline.
- (c) The commission, or its designee, will, in its discretion, audit a certified course at any time.

Editor's note: Information on workshops described in 12 AAC 64.440 may be obtained from the applicable organizations at the following addresses: Association of Real Estate License Law Officials (ARELLO), P.O. Box 129, Centerville, UT 84014-0129; National Association of Realtors (NAR), 430 North Michigan Ave., Chicago, IL 60611; Real Estate Educator's Association (REEA), 10565 Lee Highway, Suite 104, Fairfax, VA 22030-3135; International Right of Way Association (IRWA), 13650 South Gramercy Place, Gardena, CA 90249; Community Association Institute (CAI), 1630 Duke Street, Alexandria, VA 22314.