



STATE OF ALASKA  
 DEPARTMENT OF COMMERCE, COMMUNITY AND  
 ECONOMIC DEVELOPMENT  
 DIVISION OF CORPORATIONS, BUSINESS AND  
 PROFESSIONAL LICENSING  
 REAL ESTATE COMMISSION  
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ZSU

FOR OFFICE USE ONLY

**Biennial Instructor Renewal  
 April 1, 2008 through March 31, 2010**

**BIENNIAL RENEWAL FEE:**  
 \$50.00 per instructor  
 (make check or money order payable to  
 "State of Alaska")

Biennial renewal for real estate education instructors in the State of Alaska expires on **March 31, 2008**. It is illegal for you to teach Commission approved courses for continuing education credit to licensees if your instructor approval has expired. There is no grace period.

Instructors must submit evidence of completion of:

1. Two (2) hours of continuing education in each topic area for which the instructor is applying for recertification;
2. Teaching a course in the topic area(s) for which the instructor is applying for recertification  
 –OR–
3. Practical experience in the topic area(s) for which the instructor is applying for recertification.

Evidence of completion of required documents must have been completed:

- During the biennial licensing period for real estate licensees immediately preceding date of application –OR–
- The current biennial licensing period if in progress at the date of application

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

Instructor Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Would you like to be placed on the AREC ListServ to receive Commission e-news? Yes No

### III. TOPIC AREA

Please indicate which topic areas you wish to be recertified to teach. **NOTE:** Please remember that you **must attach** proof of two (2) hours of continuing education, the course(s) taught or practical experience for each topic area in which you wish to renew.

TOPIC NUMBER	SUBJECT AREA	
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5	Repealed 6/28/1997	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 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, 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	

**IV. REQUIRED DOCUMENTS**

Unless otherwise indicated, all documents must be submitted with the renewal application. Incomplete renewals will not be reviewed and approved. Instructors may not teach a course for credit after April 1, 2008 if they have not submitted their renewal paperwork. **THERE IS NO GRACE PERIOD.**

	ATTACHMENTS	OFFICE USE ONLY
	Completed Application	
	INSTRUCTOR RENEWAL FEE: \$50.00	
	Proof of two (2) hours of continuing education in each topic area requesting approval.	
	Proof of having taught a course in the topic areas requesting approval.	
	Proof of practical experience in the topic areas requesting approval.	

SIGN HERE 

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

\_\_\_\_\_  
Date

## **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 the commission's designee, to teach a course on that topic meets the education requirements of AS 08.88.091, AS 08.88.095, and this chapter. A national instructor must obtain approval from the commission, or the commission's 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 in (c) of this section.

(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. An 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 specified 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 06/22/2008.*

**Authority:** AS 08.88.061 AS 08.88.091 AS 08.88.095 AS 08.88.081

State of Alaska  
 Department of Commerce, Community, and Economic Development  
 Division of Corporations, Business and Professional Licensing  
 Real Estate Commission  
 550 W. 7<sup>th</sup> Avenue, Suite 1950, Anchorage, AK 99501  
 Email: [license@commerce.state.ak.us](mailto:license@commerce.state.ak.us)  
 Phone: (907) 269-8162

## CREDIT CARD PAYMENT

Name of Applicant or Licensee (*please print*):

\_\_\_\_\_

*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

Application fee \_\_\_\_\_

License (or renewal) fee \_\_\_\_\_

Fine \_\_\_\_\_

Other (specify): \_\_\_\_\_

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

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

Credit Card Type (*check one*):

VISA

MASTER CARD

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

If Visa, please provide the 3-digit V-Number: \_\_\_\_\_  
 (The V-Number is the last 3 numbers on the back of the card, usually on the signature line.)

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

Signature of  
 Credit Card holder: \_\_\_\_\_

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

*Completion of this form is not proof of payment until the division processes the information contained herein. This form will be destroyed upon acceptance of payment by the credit card company.*

If any information on this form is illegible, the form will be rejected.

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