



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: 907-269-8162 Fax: 907-269-1066  
E-mail: [license@alaska.gov](mailto:license@alaska.gov)  
Web Site: [www.commerce.state.ak.us/occ/prec.htm](http://www.commerce.state.ak.us/occ/prec.htm)

## REAL ESTATE SALESPERSON LICENSE BY EXAMINATION

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Please read instructions before completing the application. Any portion of application that is not submitted may delay the issuance of your license.

### APPLICATION PROCEDURES

The following documents must be submitted before your application will be considered for licensure.

1. A completed application, signed and notarized.
2. Payment of the required fees (12 AAC 64.059 (b)(5)(6). 12 AAC 02.360 (2)(9)

Nonrefundable application fee:	\$50.00
License fee:	\$275.00
Surety fund fee:	<u>\$91.00</u>
<b>Total</b>	<b>\$416.00</b>

3. Submit the **original** exam score sheet showing proof of passing the Alaska Real Estate Salesperson examination. Exam scores are valid ONLY for six months from date of exam. You **must** have a complete application filed with the Alaska Real Estate Commission prior to expiration of exam scores. For information and the application for examination, contact Pearson VUE at 1-800-274-5992 or [www.pearsonvue.com](http://www.pearsonvue.com) (08.88.171(c), 12 AAC 64.010; AAC 64.059 (b)(2))
4. Provide a certificate of completion of the required 40 hours of pre-licensing education. (AS 08.88.091 (b); AS 08.88.171 (c); 12 AAC 64.059 (b)(4)). Education certificates are valid only for 18 months from date of completion.
5. Provide a license history/certification from each jurisdiction where you hold or have ever held a Real Estate license. License histories/certification **MUST** be sent directly from another licensing authority to the Alaska Real Estate Commission. **LICENSE HISTORIES/CERTIFICATIONS CANNOT BE ACCEPTED DIRECTLY FROM APPLICANTS. (12 AAC 64.060(h)).**

### GENERAL INFORMATION

In accordance with 12 AAC 02.900, a person licensed by the Real Estate Commission is required to maintain a current, valid mailing address on file with the division at all times.

- Please notify the division, in writing, should you have a change of address.
- In accordance with AS 08.88.321, the license certificate of a Broker must be displayed in the Broker's principle office.

### RENEWAL INFORMATION

All licenses expire on January 31 of even-numbered years. Exception: Licenses issued within 90 days of the expiration date will be issued through the next biennium.

Continuing education is required at the time of renewal; refer to 12 AAC 64.500 for continuing education requirements.

## **POST LICENSING EDUCATION**

Starting February 1, 2008 all new licensees are required to complete 30 hours of post-licensing education (PLE). This education must be completed within one year after the date of initial salesperson or broker licensure. This is in addition to the 20 hours of continuing education that you must complete to renew your license. After the required 30 hours of PLE is completed an Affidavit of Post Licensing Affidavit form (08-4326) **MUST** be submitted to the Real Estate Commission. Copies of all certificates of the completed education and appropriate fees must accompany the PLE Affidavit within 30 days after the 1 year period of initial licensure or the license will lapse (AS 08.88.095). A person who holds a active and valid real estate license issued by another state year or more are **NOT** required to complete PLE (AS 08.88.263(3)). Additional information about post-licensing requirements is available on the Commission web site at [www.commerce.state.ak.us/occ/prec.htm](http://www.commerce.state.ak.us/occ/prec.htm)

## **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 website at: [www.commerce.state.ak.us/occ](http://www.commerce.state.ak.us/occ) or contact the division office for the form.

## **PUBLIC INFORMATION**

All information contained in and supplied with this application will be available to the public unless required to be kept confidential by law. Current licensee information is available on the Division of Corporations, Business & Professional Licensing web site at: [www.commerce.state.ak.us/occ](http://www.commerce.state.ak.us/occ) under "License Search."

## **STATUTES AND REGULATIONS**

Copies of the statutes and regulations referenced in this application may be obtained at: [www.commerce.state.ak.us/prec.htm](http://www.commerce.state.ak.us/prec.htm) or may be obtained from the Commission office.

## **PAYMENT OF CHILD SUPPORT AND STUDENT LOANS**

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, or if the Alaska Commission on Post-Secondary Education has determined you are in loan default, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 or the Post-Secondary Education office at (907) 465-2962 or 1-800-441-2962 to resolve payment issues.



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ALASKA REAL ESTATE SALESPERSON
APPLICATION BY EXAMINATION

Nonrefundable application fee: \$50.00
License fee: \$275.00
Surety fund fee: \$91.00
Total fees required with the application \$416.00

A. BIOGRAPHICAL INFORMATION (Please Print)

NAME: Last First Middle

MAILING ADDRESS:

CITY: STATE: ZIP CODE: DAYTIME TELEPHONE:

DATE OF BIRTH: SOCIAL SECURITY NUMBER: (Required by AS 08.01.060)

EMAIL : YES NO

- 1. Are you under indictment for, or have you ever been convicted of forgery, theft, extortion, conspiracy to defraud creditors, fraud or other crimes?
2. Have you ever had a real estate license/certificate revoked, denied, or suspended?
3. Have you ever had any other professional or occupational license revoked in any state or country?
4. Are you the subject of an unresolved complaint or disciplinary action before an authority regulating real estate or a professional real estate association?
5. Have you ever had a judgement entered against you alleging, fraud, misrepresentation or conversion of funds?

If you answered "yes" to any of these questions, attach a letter of explanation regarding the nature of the action, the date it occurred, and the resolution of the problem, attach any supporting documents that are applicable (court documents etc.). All information provided with this application will be considered public unless required to be kept confidential by state or federal law.

B. LICENSE/CERTIFICATE HISTORY

List all states or jurisdictions in which you are currently, or ever have been, licensed/certified in the Real Estate profession. License histories/certifications must be sent directly to the Alaska Real Estate Commission from another licensing authority. (See Application Procedures #5). License history(ies) must be received before a license can be issued.

Table with 5 columns: License/Certificate Number, License Category, State, Active/Inactive, Expiration Date

**C. EMPLOYING BROKER INFORMATION**

Employing Broker's Name (print): \_\_\_\_\_ Broker #: \_\_\_\_\_

Business Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

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

Broker's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Broker's Name (print): \_\_\_\_\_ Associate Broker #: \_\_\_\_\_

Associate Broker's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(Both signatures required if working in branch office.)**

**D. CERTIFICATION OF INFORMATION**

I HEREBY CERTIFY that the information contained in this application is true and correct to the best of my knowledge. I am not omitting any information which might be of value to this commission in determining my qualifications; and I agree that any falsification, omission, or withholding of information of facts concerning my qualifications as an applicant shall serve as sufficient grounds for the suspension, cancellation, or revocation of my broker certificate, even though it is not discovered until after issuance.

**SIGN HERE**



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

SUBSCRIBED AND SWORN BEFORE ME, a Notary Public in and for the State of \_\_\_\_\_ this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

SEAL

My Commission Expires: \_\_\_\_\_