



## Continuing Competency

Your license cannot be renewed unless you have met the continued competency requirements in 12 AAC 64.071 "License Renewal," and 12 AAC 64.500 "Continuing Education Requirements" (see enclosed copy of regulations).

### Affidavit of Continuing Education

Continuing Education (CE) includes: 8 hours of Designated topics (DCE) and 12 hours of Elective topics (ECE) for a total of 20 hours CE.

#### Designated Continuing Education (DCE): 8 hours

*Completed between February 1, 2008 and January 31, 2010*

✓ Check the box to confirm your designated continuing education

1. Licensing Relationships (topic 1) - 2 hours
2. Prohibited Conduct (topic 18) – 2 hours
3. Property Disclosures & Inspections (topic 19) – 2 hours
4. Ethical Decision Making (topic 30) - 2 hours

#### Elective Continuing Education (ECE): 12 Hours

*Completed between February 1, 2008 and January 31, 2010*

✓ Check the box to confirm your elective continuing education

In addition to completing the above mandatory 8 hours, I confirm that I completed at least 12 hours of elective topics between February 1, 2008 and January 31, 2010.

### WARNING

- Alaska Statute 11.56.210 states that any person who knowingly furnishes false or fraudulent information in this application is subject to imprisonment for not more than one year, a fine of not more than \$5,000, or both.
- Per 12 AAC 64.160, making false or fraudulent representation or material misstatement on an application for a license, renewal, or examination is grounds for revocation, suspension or denial of a license.

In accordance with Article 8 of 12 AAC 64, **I hereby certify that I have obtained the necessary credit hours** of approved continuing education, during the licensing period February 1, 2008 through January 31, 2010, and that I have documentation of attendance of courses, as described in 12 AAC 64.071, which I will furnish to the Real Estate Commission if requested to do so.

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

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

## Biennial License Renewal Instructions

Your license to practice as a real estate salesperson in the State of Alaska expires on January 31, 2010. It is illegal for you to practice if your license has expired. There is no grace period.

### HOW TO RENEW

There are two (2) ways for you to renew your license for the period from February 1, 2010 through January 31, 2012.

- **Renew Online**

Go to [www.commerce.state.ak.us/occ/prec.htm](http://www.commerce.state.ak.us/occ/prec.htm) click on the "Online Renewal" link or;

- **Renew by Mail**

Return this signed and dated application to the above address with a check or money order made payable to the State of Alaska (or use the attached credit card payment form)

### INCOMPLETE APPLICATIONS WILL RESULT IN YOUR RENEWAL BEING REJECTED.

#### RENEWAL DUE DATE

The processing time for correct and completed renewal applications is three to four weeks after receipt if you renew by mail. If you renew online, licenses will be mailed within 3-4 days from your completed transaction date.

#### NAME CHANGE

If you have had a legal name change since your last license was issued, please enclose a completed "Change of Name" form and a copy of the legal document (marriage certificate, divorce decree, etc.) for proof of your name change. See the "Change of Name" form attached.

#### LAPSED LICENSE

If you choose not to renew your license by 1/31/2010, it will lapse. You may reinstate a lapsed license after satisfying the requirements in 12 AAC 64.071. If lapsed more than two years, the license expires and cannot be reinstated.

#### 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 web site at: [www.commerce.state.ak.us/occ](http://www.commerce.state.ak.us/occ) or contact the Commission for the form.

#### PAYMENT OF CHILD SUPPORT AND STUDENT LOANS

If the Alaska Commission on Postsecondary Education has determined you are in loan default, or if the Alaska Child Support Services Division (CSSD) has determined you are in arrears on child support, you will be issued a nonrenewable, temporary license valid for 150 days. Contact Postsecondary Education at 1-888-441-2961, or (CSSD) at (907) 269-6900 to resolve payment issues.

#### PUBLIC INFORMATION

Please be aware that all information on this renewal form will be available to the public, unless required to be kept confidential by state or federal law. Information about current licensees, including mailing address, is available on the Division's web site at: [www.commerce.state.ak.us/occ](http://www.commerce.state.ak.us/occ) under "Professional License Search."

#### BUSINESS LICENSES

Renewal applications for business licenses are mailed separately. For more information about business licenses, call (907) 269-8160 or visit the following web site: [www.commerce.state.ak.us/occ/buslic.htm](http://www.commerce.state.ak.us/occ/buslic.htm).

#### RANDOM AUDIT

The Division will audit a percentage of license renewals. If your license is randomly selected for audit, a letter will be mailed to you and required to submit copies of documentation and proof that you have satisfied the continued competency requirements as stated on your renewal form. Save your documents for at least four years so you can respond to audits. (08.88.091(d) and 12 AAC 02.960)

### ALASKA REAL ESTATE COMMISSION LISTSERV

Subscribe to the Alaska Real Estate Commission electronic mailing list and receive:

- Meeting Agendas
- Meeting Minutes
- Newsletters
- Position Statements
- Notice of Regulation Changes

Visit the Commission web site at [commerce.state.ak.us/occ/prec.htm](http://commerce.state.ak.us/occ/prec.htm) to sign-up. You may cancel your subscription at any time by unsubscribing.

## Biennial License Renewal: Real Estate

### Instructions

- **Complete, sign, and return** the renewal application to the Alaska Real Estate Commission, at the address listed on the front of this page, to renew your license for the period from February 1, 2010 through January 31, 2012.
- Include a check or money order for the fees appropriate to your renewal; **make payable to the STATE OF ALASKA (SOA)**.
- **Complete, sign and attach the “AFFIDAVIT OF CONTINUING EDUCATION”** form with your renewal application.

### Clarifications

- Your license to practice real estate in the State of Alaska lapses after January 31, 2010. It is illegal for you to practice real estate if your license has lapsed.
- **THERE IS NO GRACE PERIOD.**
- Incomplete, unsigned applications or insufficient fees will result in your renewal being rejected.

If you want to change from Active to Inactive status or transfer to a different office, a separate form and a separate fee are required. Real Estate forms are available on request at (907) 269-8162 in Anchorage or at <http://www.commerce.state.ak.us/occ/prec.htm> on the Internet.

### To Renew and Remain an Active Licensee

**STEP 1:** Complete, sign, and submit a renewal application form.

**STEP 2:** Confirm that you are in compliance with all continuing competency requirements. **DO NOT SEND** CE certificates or copies of your CE certificates.

**STEP 3:** Enclose a check or money order, payable to the **State of Alaska (SOA)**, in the amount of \$366.00 (\$275.00 for the licensing fee and \$91.00 for the surety fund fee).

### To Renew and Remain an Inactive Licensee

**STEP 1:** Complete, sign, and submit a renewal application form to renew inactive.

**STEP 2:** Confirm that you are in compliance with all continuing competency requirements. **DO NOT SEND** CE certificates or copies of your CE certificates.

**STEP 3:** Enclose a check or money order, payable to the **State of Alaska (SOA)**, in the amount of \$275.00 for the licensing fee only (no surety fund fee is required in an inactive status).

### To Change from Active to Inactive Status and Renew Inactive

**STEP 1:** Complete, sign, and submit an “Application to Change License Status” to change your status from Active to Inactive. (*This form is available on the AREC web site at [www.commerce.state.ak.us/occ/prec.htm](http://www.commerce.state.ak.us/occ/prec.htm).*)

**STEP 2:** Complete, sign and submit a renewal form.

**STEP 3:** Confirm that you are in compliance with all continuing competency requirements. **DO NOT SEND** CE certificates or copies of your CE certificates.

**STEP 4:** Enclose a check or money order, payable to the **State of Alaska (SOA)** in the amount **\$325.00** (\$50.00 inactivation fee and \$275.00 for the licensing fee (no surety fund fee is required to renew in an inactive status)).

### Non-renewal leads to lapsed license

- If you choose not to renew by 01/31/2010, your license will go into a lapsed status. **YOU CANNOT PRACTICE REAL ESTATE IF YOUR LICENSE IS LAPSED.**
- Unless you reinstate your license, it will remain in lapsed status until the next renewal date, 01/31/2012, at which time it will expire and a new license will be required to practice real estate.

► **If your license lapses and you wish to reinstate, you may do so, but you must pay both the license fee and Surety Fund fee for the license period 02/01/2010 through 01/31/2012. You must also submit copies of your certificates for the Continuing Education required for the license period of 02/01/2008 through 01/31/2010 and proof of completion of Post Licensing Education (PLE), if applicable.**

## Biennial License Renewal: Real Estate

### Alaska Administrative Code: Title 12, Chapter 64: Real Estate Commission

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#### Title 12, Chapter 064, Article 02: Licensing

##### 12 AAC 64.071: Licensing Renewal

- (a) All licenses lapse January 31 of every even-numbered year unless renewed under this section and in accordance with AS 08.88.091, 08.88.171, and 08.88.251.
  - (b) An applicant for renewal of an active license shall submit to the department, by the date the license lapses,
    - (1) a completed renewal application on the form provided by the department;
    - (2) the license renewal fee established in 12 AAC 02.360;
    - (3) the surety fund fee established in 12 AAC 64.073; and
    - (4) certification that the applicant has satisfied the continuing education requirements of AS 08.88.091(d) and 12 AAC 64.500.
  - (c) An applicant for renewal of an inactive license shall submit to the department, on or before the date the license lapses,
    - (1) a completed renewal application on the form provided by the department;
    - (2) the license renewal fee established in 12 AAC 02.360; and
    - (3) certification that the applicant has satisfied the continuing education requirements of AS 08.88.091(d) and 12 AAC 64.500.
  - (d) A license lapses if an application for renewal either has not been received by the department or is not complete by the date the license is to lapse.
  - (e) A lapsed license will be reinstated only as an active license according to the provisions of this section.
  - (f) A licensee may be inactive for an entire licensing period and reactivate without paying the surety fund fee established in 12 AAC 64.073 if the licensee's inactive license dates coincide exactly with the dates of a biennial licensing period.
  - (g) Except for an initially-issued license that has lapsed under (a) of this section, an initially-issued license lapses 395 days after issuance unless the real estate licensee meets the requirements of 12 AAC 64.064.
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#### Title 12, Chapter 64, Article 08: 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; and
  - (37) tax law and exchanges;
  - (38) broker disclosure responsibility; and
  - (39) broker supervision;
  - (40) broker trust account responsibility; and
  - (41) organizing and managing real estate office.

## Biennial License Renewal: Real Estate

### CONTINUED: Alaska Administrative Code: Title 12, Chapter 64.500 Real Estate Commission

- (b) An applicant for renewal of a broker, associate broker, or salesperson license must complete the following continuing education contact hours during the concluding licensing period:
  - (1) an eight-hour continuing education core curriculum, identified by the commission, that stresses current trends in real estate practices and changes in state, federal, and case law in the areas of real estate sales, property management, community association management, or commercial sales; and
  - (2) 12 contact hours of continuing education in elective topics that meet the requirements in (a) of this section.
- (c) At least 120 days before the beginning of each licensing period, the commission will identify topics in which all licensees will be required to obtain eight contact hours of continuing education credit under (b)(1) of this section during the next licensing period.
- (d) By October 1 of each odd-numbered year, the commission will, or the division staff at the commission's direction shall notify course sponsors of the topics that satisfy the requirements in (b)(1) of this section during the next renewal period.
- (e) While useful to the practice of real estate, the following types of training do not meet the continuing education standards of the commission:
  - (1) mechanical office or business skills, including typing, speed-reading, or use of a calculator or computer, unless related to one of the subject areas listed in (a) of this section;
  - (2) office sales meetings;
  - (3) orientation courses by professional organizations;
  - (4) instructor development courses;
  - (5) prospecting;
  - (6) repealed 2/12/99.
- (f) No more than 12 contact hours of credit from any one course content area may be accrued toward license renewal in a single licensing period.
- (g) An applicant for license renewal who creates a new course that is approved for credit under 12 AAC 64.410 may earn continuing education credit equal to the number of hours approved for the course.
- (h) An applicant for renewal may not accrue continuing education contact hours for taking the same, or substantively identical course more than once during a licensing period.
- (i) An applicant for renewal may not earn real estate continuing education contact hours for courses taken before the applicant was originally licensed.
- (j) An applicant for renewal who, at the time the license is due to lapse, will have been licensed
  - (1) more than 90 days must complete 20 contact hours of continuing education consisting of the eight designated contact hours in topics identified by the commission under (b)(1) of this section;
  - (2) 90 days or less is not required to meet continuing education requirements.
- (k) Repealed 7/16/94.
- (l) Repealed 7/16/94.
- (m) For the purposes of this section and AS 08.88.091
  - (1) one contact hour equals a minimum of 50 minutes of instruction;
  - (2) one academic semester credit hour equals 15 contact hours;
  - (3) one academic quarter credit hour equals 10 contact hours.
- (n) Notwithstanding the provisions of 12 AAC 64.420 – 12 AAC 64.450, a licensee who has taken a course offered outside of this state by a nationally recognized real estate education provider during a licensing period that has not otherwise been certified under 12 AAC 64.410 and 12 AAC 64.420 may apply to the commission under this subsection for continuing education credit under this section for the licensee's attendance at that course. To be considered for approval by the commission, within 60 days after completing the course and at least 60 days before the end of the licensing period, the licensee must submit to the department
  - (1) an application on a form provided by the department;
  - (2) all materials provided as part of the class, including
    - (A) materials promoting or describing the class;
    - (B) evidence that the real estate education provider is nationally recognized; and
    - (C) proof of attendance including time of instruction.



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 99501-3567  
Telephone: (907) 269-8162 Fax: (907) 269-1066  
E-mail: license@commerce.state.ak.us  
Website: www.commerce.state.ak.us/occ/prec.htm

## CHANGE OF NAME FORM

Please complete this form showing your present and former name. This form must be **NOTARIZED** and submitted to this office (**with a copy of the court order or marriage certificate attached for the correction of your record** within 30 days of your name change. Submit a \$30.00 fee made payable to the State of Alaska. (Note: If the mailing address provided below is different than what we currently have on file, your record will be updated to reflect that change unless you advise otherwise.)

I, \_\_\_\_\_, am applying for or am currently licensed as  
Previous Name

a/an \_\_\_\_\_, Alaska License No. (if applicable) \_\_\_\_\_,  
Occupation

Current Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

I hereby certify that I changed my name to \_\_\_\_\_  
Name

Effective \_\_\_\_\_  
Signature/New Name

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

NOTARY SEAL

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

\_\_\_\_\_  
City and State

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



State of Alaska  
 Department of Commerce, Community, and Economic Development  
 Division of Corporations, Business and Professional Licensing  
 PO Box 110806, Juneau, Alaska 99811-0806  
 Phone: (907) 465-2550  
 Fax: (907) 465-2974

OFFICE USE ONLY

**CREDIT CARD PAYMENT**

For security purposes, please **do not email** credit card information. Fax or mail this form to the Division. Completion of this form is not proof of payment until the division processes the information contained herein. If any information on this form is illegible, the form will be rejected. Please print.

Name of Applicant or Licensee: \_\_\_\_\_  
*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 |
|---|--------|
| <input type="checkbox"/> Application fee          | _____  |
| <input type="checkbox"/> License (or renewal) fee | _____  |
| <input type="checkbox"/> Fine                     | _____  |
| <input type="checkbox"/> Other (specify): _____   | _____  |

**Total:** \_\_\_\_\_

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

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

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

**Signature of Credit Card Holder:** \_\_\_\_\_

Credit Card Type *(check one)*:       VISA                       MASTERCARD

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

**Please provide the 3-digit security code number from the back of the card:** \_\_\_\_\_

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