

	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, ALASKA 99501-3567 Telephone: (907) 269-8162 Fax: (907) 269-1066 E-mail: license@commerce.state.ak.us Web site: commerce.state.ak.us/occ/prec.htm	<b>Date Stamp</b>
<b>AFFIDAVIT OF POST-LICENSING EDUCATION</b>		

Please complete this form and return it with appropriate fees. Make check or money order payable to: "State of Alaska".

### I. Licensee Information

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

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

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

License Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### II. Post Licensing Education

- Your license will lapse unless you have met the continued competency requirements in 12 AAC 64.064(d) "Post-Licensing Education". If you fail to comply with the post-licensing requirements, your license will lapse and you will be required to reinstate your license per 08.88.241(a).
- You must attach copies of certificates verifying completion of at least **thirty (30)** contact hours of post-licensing education.
- You must submit a \$30.00 post-licensing certification and new license document fee pursuant to 12 AAC 02.360

I have attached acceptable proof of **thirty (30)** hours of post-licensing education  Yes  No

I have included the \$30.00 fee pursuant to AS 08.08.095 and 12 AAC 02.360  Yes  No

### 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 64.130, making false or fraudulent representation or material misstatement on an application for license, renewal or examination is grounds for revocation, suspension or denial of a license.

I, the licensee, certify the information, in this application, to be true and correct.

**SIGN AND DATE HERE** ➔

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**12 AAC 64.064. EDUCATION REQUIREMENTS AFTER INITIAL LICENSE.** (a) In addition to the education requirements of 12 AAC 64.063 for an initial license and the continuing education requirements under 12 AAC 64.500 for license renewal, within one year after the date that the commission issues an initial license to a real estate licensee under this chapter, the licensee shall complete 30 hours of education that meets the applicable requirements of (b) or (c) of this section. (b) After initial licensure as a salesperson, to meet the real estate education requirements of AS 08.88.095 and this section, the salesperson must complete the following course modules:

- (1) contracts and agreements: **nine** contact hours covering
  - (A) purchase and sale agreements;
  - (B) addendum and amendments;
  - (C) counteroffers;
  - (D) contingencies;
  - (E) multiple offers;
  - (F) back up offers;
  - (G) differences between residential, land, and commercial transactions; and
  - (H) personal service agreements;
  - (I) negotiation and counseling;
- (2) property management: **three** contact hours covering
  - (A) landlord tenant act;
  - (B) rental, lease, and occupancy of residential and commercial properties;
  - (C) associations;
  - (D) cooperatives;
  - (E) personal service agreements, management agreements, and lease listing agreements; and
  - (F) security deposit statements;
- (3) license law: **three** contact hours covering
  - (A) consumer pamphlet and waiver;
  - (B) ethics;
  - (C) surety fund;
  - (D) confidentiality; and
  - (E) conflict of interest;
- (4) paperwork and risk management: **six** contact hours covering
  - (A) mandatory and area specific property disclosure;
  - (B) environmental issues;
  - (C) zoning;
  - (D) covenants, conditions, and restrictions;
  - (E) title reports;
  - (F) resale certificates and public offering statements;
  - (G) home inspections and repair negotiations;
  - (H) surveys; and
  - (I) record keeping;
- (5) evaluation and pricing: **four** contact hours covering
  - (A) competitive market analysis and appraisals; and
  - (B) showing property;
  - (C) marketing to buyers and sellers
- (6) financing to closing: **five** contact hours covering
  - (A) the importance and differences of pre-approval letters and pre-qualifications, good faith estimates, and loan types, including Internet lending programs;
  - (B) review of settlement statements, security deposit transfers, rent prorations, seller net proceeds, and variations in loan costs;
  - (C) the closing process; and
  - (D) good funds law
  - (E) predatory lending practices.

(c) Except for a person issued an initial license as a real estate broker as described in AS 08.88.095(f) after initial licensure as a broker or associate broker, to meet the real estate education requirements of AS 08.88.095 and this section, the broker or associate broker must complete the following course modules:

- (1) surety fund, trust account, and general accounts: **seven** contact hours covering
  - (A) surety fund issues, including case studies on misrepresentation, conversion of trust fund, fraud, and deceit;
  - (B) trust accounts, different types of accounts, and how to set up and manage trust accounts;
  - (C) general accounts; and
  - (D) the importance of good record keeping;
- (2) practical office management: **eight** contact hours covering
  - (A) setting up an office, including types of ownership, office procedures, checklists, general office policy, file review and management, compliance with state law requirements, and licensee relationships manual; and

(B) the importance of regulation and statute changes, fair housing and diversity issues, employment contracts with licensees, how to handle complaints, risk management and legal liability, and errors and omissions insurance;

(3) practical supervision: **eight** contact hours covering

(A) broker responsibilities;

(B) state requirements;

(C) office policy and procedures manual (state required and practical application);

(D) communication;

(E) transaction management;

(F) final file review;

(G) licensee safety;

(H) checklists;

(I) disclosures, including property, licensee relationship, consumer pamphlet and waiver, and buying or selling the licensee's own property; and

(J) strategic alliance and business relationships in compliance with the law;

(4) risk management: **seven** contact hours covering

(A) basic office procedures for risk management; and

(B) supervision failure, complaints, licensee relationships, confidentiality issues, and conflict of interest.

(d) Within 30 days after the end of the one-year period specified in (a) of this section, a real estate licensee must submit

(1) certification on a form provided by the department, that the licensee has completed the applicable educational requirements of (b) or (c) of this section; and

(2) the post-license education certification and new license document fee established in 12 AAC 02.360.

(e) A licensee who uses a course to meet the education requirements of this section may not use the same course hours to meet the continuing education requirements of 12 AAC 64.500. However, an applicant for renewal of a real estate license who is not subject to the requirements of this section may receive continuing education credit for completion of a course listed under this section.

(f) For the purposes of AS 08.88.095 and this section,

(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