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Lieutenant Governor  
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Juneau, Alaska 99811  
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**OFFICE OF THE LIEUTENANT GOVERNOR  
ALASKA**

**M E M O R A N D U M**

**TO:** Amy Demboski  
Department of Commerce Community and Economic Development

**FROM:** April Simpson, Office of the Lieutenant Governor   
465.4081

**DATE:** July 21, 2020

**RE:** Filed Permanent Regulations: Real Estate Commission

Real Estate Commission Emergency Regulation Being Made Permanent re: Education  
Requirements (12 AAC 64.063)

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Attorney General File:	2020200332
Regulation Filed:	7/21/2020
Effective Date:	4/21/2020
Print:	235, October 2020

cc with enclosures: Harry Hale, Department of Law  
Judy Herndon, LexisNexis  
Jun Maiquis, Regulations Specialist

## CERTIFICATION OF COMPLIANCE

I, Shyla Consalo, Executive Administrator for the Real Estate Commission, certify that, as required by AS 44.62.260 in order to make the attached one page of regulations permanent, as of this date a legal opinion of the Department of Law has been requested under AS 44.62.060, a notice conforming to AS 44.62.200 was issued in compliance with AS 44.62.190, and an opportunity for public comment was provided under AS 44.62.210, for the following emergency regulation:

12 AAC 64.063, relating to minimum education requirements for licensure.

This regulation originally was filed as an emergency regulation on April 21, 2020.

This action is not expected to require an increased appropriation.

On the record, in considering public comments, the Real Estate Commission paid special attention to the cost to private persons of the regulatory action being taken.

DATE: 6/17/20  
Anchorage, Alaska

  
\_\_\_\_\_  
Shyla Consalo, Executive Administrator  
Real Estate Commission

## FILING CERTIFICATION

I, Kevin Meyer, Lieutenant Governor for the State of Alaska, certify that on July 21, 2020 at 1:58 p.m., I filed the attached regulation according to the provisions of AS 44.62.

  
\_\_\_\_\_  
for Kevin Meyer, Lieutenant Governor

Register: 235, October 2020.

**FOR DELEGATION OF THE LIEUTENANT GOVERNOR'S AUTHORITY**

**I, KEVIN MEYER, LIEUTENANT GOVERNOR OF THE STATE OF ALASKA,  
designate the following state employees to perform the Administrative Procedures Act  
filing functions of the Office of the Lieutenant Governor:**

**Josh Applebee, Chief of Staff  
Kady Levale, Notary Administrator  
April Simpson, Regulations and Initiatives Specialist**

**IN TESTIMONY WHEREOF, I have  
signed and affixed the Seal of the State of  
Alaska, in Juneau, on December 11th,  
2018.**



*K. Meyer*  
.....

**KEVIN MEYER  
LIEUTENANT GOVERNOR**

~~EMERGENCY REGULATION~~

Register 235, October 2020 PROFESSIONAL REGULATIONS

**Chapter 64. Real Estate Commission.**

The emergency adoption of 12 AAC 64.063(h) is made permanent to read:

↙ *Notwithstanding (a)(2) of this section,*  
(h) <sup>1b</sup> ~~It~~, during a disaster ~~declared by the governor of this state under AS 26.23.020,~~ the real estate salesperson or broker examination is not administered, an applicant who has completed the real estate education courses required in (b) or (c) of this section may submit a completed <sup>the courses as part of</sup> application <sup>under 12 AAC 64.060(a)</sup> up to 60 days after testing has resumed. (Eff. 10/8/90, Register 116; am 3/6/91, Register 117; am 2/12/99, Register 149; am 8/31/2006, Register 179; am 3/27/2008, Register 185; am 3/1/2017, Register 221; am 4/21/2020, Register 234)

**Authority:** AS 08.88.081 AS 08.88.091 AS 08.88.171

# MEMORANDUM

## State of Alaska Department of Law

To: The Honorable Kevin Meyer  
Lieutenant Governor

Date: July 15, 2020

File No.: 2020200332

Tel. No.: 465-3600

From: Susan R. Pollard **SRP**  
Chief Assistant Attorney General  
and Regulations Attorney  
Legislation and Regulations Section

Re: Real Estate Commission Regulation  
re: 12 AAC 64.063 Emergency  
Regulations: Education Requirements

The Department of Law has reviewed the attached regulations of the Real Estate Commission against the statutory standards of the Administrative Procedure Act. Based upon our review, we find no legal problems. This memorandum constitutes the written statement of approval under AS 44.62.060(b) and (c) that authorizes your office to file the attached regulations. The regulations were adopted by the Real Estate Commission after the close of the public comment period. The regulations provide that the board will accept, as part of the license application, courses taken more than 18 or 24 months prior to applying for a license if an examination is not administered during a disaster.

The April 23, 2020, public notice, the April 20, 2020, certification of adoption order, and the June 17, 2020, certification of compliance all state that this action is not expected to require an increased appropriation. Therefore, a fiscal note under AS 44.62.195 is not required.

We have made some technical corrections to conform the regulations in accordance with AS 44.62.125. The corrections are shown on the attached copy of the regulations.

SRP:sjw

cc w/enc.:

Julie Anderson, Commissioner  
Department of Commerce, Community & Economic Development

Shyla Consalo, Executive Administrator  
Real Estate Commission  
Department of Commerce, Community & Economic Development

Amy Demboski, Assistant Commissioner  
Department of Commerce, Community & Economic Development

Glenn Hoskinson, Special Assistant to the Commissioner  
Department of Commerce, Community & Economic Development

Jun Maiquis, Regulations Specialist  
Division of Corporations, Business and Professional Licensing  
Department of Commerce, Community & Economic Development

April Simpson, AAC Coordinator  
Office of the Lieutenant Governor

Megyn Weigand, Assistant Attorney General  
Department of Law

**NOTICE OF ADOPTION OF EMERGENCY REGULATION ON MINIMUM EDUCATION  
REQUIREMENTS FOR LICENSURE IN THE REGULATIONS OF  
THE REAL ESTATE COMMISSION**

**BRIEF DESCRIPTION:** The Real Estate Commission proposes to update regulation changes made by an emergency regulation relating to minimum education requirements for licensure.

On **April 20, 2020**, the Real Estate Commission (Commission) adopted, as an emergency regulation, changes in Title 12, Chapter 64, of the Alaska Administrative Code including the following:

**12 AAC 64.063. Minimum education requirements for licensure**, is proposed to be changed to give licensees who have completed the required education for initial licensure the needed extension to take their exams and file their applications due to the closure of testing facilities caused by the COVID-19 pandemic.

The emergency regulation took effect on **April 21, 2020**, and will expire **August 18, 2020**. The Commission intends to make the emergency regulation permanent.

You may comment on the regulation changes, including the potential costs to private persons of complying with the changes, by submitting written comments to Jun Maiquis, Regulations Specialist, Division of Corporations, Business and Professional Licensing, P.O. Box 110806, Juneau, AK 99811-0806. Additionally, the Commission will accept comments by facsimile at (907) 465-2974 and by electronic mail at [RegulationsAndPublicComment@alaska.gov](mailto:RegulationsAndPublicComment@alaska.gov). Comments may also be submitted through the Alaska Online Public Notice System by accessing this notice on the system at <http://notice.alaska.gov/197964>, and using the comment link. **The comments must be received not later than 4:30 p.m. on May 27, 2020.** Comments received after this deadline will not be considered by the Commission.

You may submit written questions relevant to the proposed action to Jun Maiquis, Regulations Specialist, Division of Corporations, Business and Professional Licensing, P.O. Box 110806, Juneau, AK 99811-0806 or by e-mail at [RegulationsAndPublicComment@alaska.gov](mailto:RegulationsAndPublicComment@alaska.gov). **The questions must be received at least 10 days before the end of the public comment period.** The Commission will aggregate its response to substantially similar questions and make the questions and responses available on the Alaska Online Public Notice System and on the Commission's website at <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/RealEstateCommission.aspx>. The Commission may, but is not required to, answer written questions received after the 10-day cut-off date and before the end of the comment period.

If you are a person with a disability who needs a special accommodation in order to participate in this process, please contact Jun Maiquis at (907) 465-2537 or [RegulationsAndPublicComment@alaska.gov](mailto:RegulationsAndPublicComment@alaska.gov) not later than May 20, 2020 to ensure that any necessary accommodation can be provided.

A copy of the emergency regulation is available on the Alaska Online Public Notice System and by contacting Jun Maiquis at (907) 465-2537 or [RegulationsAndPublicComment@alaska.gov](mailto:RegulationsAndPublicComment@alaska.gov), or go to <https://www.commerce.alaska.gov/web/portals/5/pub/REC-EmergencyRegs-0420.pdf>.


The language of the permanent regulation may be different from that of the original emergency regulation and may include other provisions dealing with the same subject. **You should comment during the time allowed if your interests could be affected.** Written comments and questions received are public records and are subject to public inspection.

**Statutory Authority:** AS 08.01.070; AS 08.88.071; AS 08.88.081; AS 08.88.091; AS 08.88.171

**Statutes Being Implemented, Interpreted, or Made Specific:** AS 08.01.070; AS 08.88.071; AS 08.88.081; AS 08.88.091; AS 08.88.171


**Fiscal Information:** The regulations are not expected to require an increased appropriation.

DATE: 4/22/2020

  
Jun Maiquis, Regulations Specialist  
Division of Corporations, Business and  
Professional Licensing

For each occupation regulated under the Division of Corporations, Business and Professional Licensing, the Division keeps a list of individuals or organizations who are interested in the regulations of that occupation. The Division automatically sends a Notice of Proposed Regulations to the parties on the appropriate list each time there is a proposed change in an occupation's regulations in Title 12 of the Alaska Administrative Code. If you would like your address added to or removed from such a list, send your request to the Division at the address above, giving your name, either your e-mail address or mailing address (as you prefer for receiving notices), and the occupational area in which you are interested.

**ADDITIONAL REGULATION NOTICE INFORMATION**  
**(AS 44.62.190(d))**

1. **Adopting agency:** Real Estate Commission – Department of Commerce, Community, and Economic Development, Division of Corporations, Business and Professional Licensing.
2. **General subject of regulation:** Minimum education requirements for licensure.
3. **Citation of regulation:** 12 AAC 64.063.
4. **Department of Law file number:** 2020200332
5. **Reason for the proposed action:** Emergency regulations.
6. **Appropriation/Allocation:** Corporations, Business and Professional Licensing – #2360.
7. **Estimated annual cost to comply with the proposed action to:**  
A private person: None known.  
Another state agency: None known.  
A municipality: None known.
8. **Cost of implementation to the state agency and available funding (in thousands of dollars):**  
No costs are expected in FY 2020 or in subsequent years.
9. **The name of the contact person for the regulation:**  
Shyla Consalo, Executive Administrator  
Alaska Real Estate Commission  
Division of Corporations, Business and Professional Licensing  
Department of Commerce, Community, and Economic Development  
Telephone: (907) 269-8197  
E-mail: shyla.consalo@alaska.gov
10. **The origin of the proposed action:** Real Estate Commission.
11. **Date:** 4/22/2020      **Prepared by:**   
Jun Maiquis  
Regulations Specialist



# ANCHORAGE DAILY NEWS

## AFFIDAVIT OF PUBLICATION

Account #: 268972 ST OF AK/DEC/OCCU  
Attention To: ATTN TO: JUN MAIQUIS  
PO BOX 110806, JUNEAU, AK 99811

RECEIVED  
Juneau

MAY 04 2020

Order #: W0014612

Cost: \$463.18

CBPL

STATE OF ALASKA  
THIRD JUDICIAL DISTRICT

Lisi Misa being first duly sworn on oath deposes and says that she is a representative of the Anchorage Daily News, a daily newspaper. That said newspaper has been approved by the Third Judicial Court, Anchorage, Alaska, and it now and has been published in the English language continually as a daily newspaper in Anchorage, Alaska, and it is now and during all said time was printed in an office maintained at the aforesaid place of publication of said newspaper. That the annexed is a copy of an advertisement as it was published in regular issues (and not in supplemental form) of said newspaper on

04/23/2020

Jade L. Nowling

PUBLIC

NOTARY

STATE OF ALASKA

and that such newspaper was regularly distributed to its subscribers during all of said period. That the full amount of the fee charged for the foregoing publication is not in excess of the rate charged private individuals.

Signed

Subscribed and sworn to before me

this 25th day of April 2020.

Notary Public in and for  
The State of Alaska.  
Third Division  
Anchorage, Alaska

MY COMMISSION EXPIRES

7/14/2020

### NOTICE OF ADOPTION OF EMERGENCY REGULATION ON MINIMUM EDUCATION REQUIREMENTS FOR LICENSURE IN THE REGULATIONS OF THE REAL ESTATE COMMISSION

On April 20, 2020, the Real Estate Commission (Commission) adopted, as an emergency regulation, changes in Title 12, Chapter 64, of the Alaska Administrative Code including the following:

**12 AAC 64.063. Minimum education requirements for licensure**, is proposed to be changed to give licensees who have completed the required education for initial licensure the needed extension to take their exams and file their applications due to the closure of testing facilities caused by the COVID-19 pandemic.

The emergency regulation took effect on **April 21, 2020**, and will expire **August 18, 2020**. The Commission intends to make the emergency regulation permanent.

You may comment on the regulation changes, including the potential costs to private persons of complying with the changes, by submitting written comments to Jun Maiquis, Regulations Specialist, Division of Corporations, Business and Professional Licensing, P.O. Box 110806, Juneau, AK 99811-0806. Additionally, the Commission will accept comments by facsimile at (907) 465-2974 and by electronic mail at [RegulationsAndPublicComment@alaska.gov](mailto:RegulationsAndPublicComment@alaska.gov). Comments may also be submitted through the Alaska Online Public Notice System by accessing this notice on the system at <http://notice.alaska.gov/197964>, and using the comment link. **The comments must be received not later than 4:30 p.m. on May 27, 2020. Comments received after this deadline will not be considered by the Commission.**

You may submit written questions relevant to the proposed action to Jun Maiquis, Regulations Specialist, Division of Corporations, Business and Professional Licensing, P.O. Box 110806, Juneau, AK 99811-0806 or by e-mail at [RegulationsAndPublicComment@alaska.gov](mailto:RegulationsAndPublicComment@alaska.gov). **The questions must be received at least 10 days before the end of the public comment period.** The Commission will aggregate its response to substantially similar questions and make the questions and responses available on the Alaska Online Public Notice System and on the Commission's website at <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/RealEstateCommission.aspx>. The Commission may, but is not required to, answer written questions received after the 10-day cut-off date and before the end of the comment period.

If you are a person with a disability who needs a special accommodation in order to participate in this process, please contact Jun Maiquis at (907) 465-2537 or [RegulationsAndPublicComment@alaska.gov](mailto:RegulationsAndPublicComment@alaska.gov) not later than May 20, 2020 to ensure that any necessary accommodation can be provided.

A copy of the emergency regulation is available on the Alaska Online Public Notice System and by contacting Jun Maiquis at (907) 465-2537 or [RegulationsAndPublicComment@alaska.gov](mailto:RegulationsAndPublicComment@alaska.gov), or go to <https://www.commerce.alaska.gov/web/portals/5/pub/REC-EmergencyRegs-0420.pdf>.

The language of the permanent regulation may be different from that of the original emergency regulation and may include other provisions dealing with the same subject. **You should comment during the time allowed if your interests could be affected.** Written comments and questions received are public records and are subject to public inspection.

**Statutory Authority:** AS 08.01.070; AS 08.88.071; AS 08.88.081; AS 08.88.091; AS 08.88.171  
**Statutes Being Implemented, Interpreted, or Made Specific:** AS 08.01.070; AS 08.88.071; AS 08.88.081; AS 08.88.091; AS 08.88.171

**Fiscal Information:** The proposed regulation changes are not expected to require an increased appropriation.

**DATE:** 4/22/2020  
**By:** /s/ Jun Maiquis,  
Regulations Specialist  
Division of Corporations, Business and  
Professional Licensing

For each occupation regulated under the Division of Corporations, Business and Professional Licensing, the Division keeps a list of individuals or organizations who are interested in the regulations of that occupation. The Division automatically sends a Notice of Proposed Regulations to the parties on the appropriate list each time there is a proposed change in an occupation's regulations in Title 12 of the Alaska Administrative Code. If you would like your address added to or removed from such a list, send your request to the Division at the address above, giving your name, either your e-mail address or mailing address (as you prefer for receiving notices), and the occupational area in which you are interested.

Published: April 23, 2020

**AFFIDAVIT OF NOTICE OF ADOPTION OF EMERGENCY REGULATION  
AND FURNISHING OF ADDITIONAL INFORMATION**

I, Jun Maiquis, Regulations Specialist, of the Department of Commerce, Community, and Economic Development, Division of Corporations, Business and Professional Licensing, being sworn, state the following:

As required by AS 44.62.250, notice of the April 21, 2020 emergency changes to 12 AAC 64.063, dealing with minimum education requirements for licensure, has been given under AS 44.62.190(a) by being

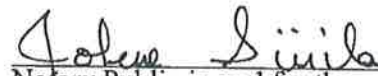
1. published in a newspaper or trade publication;
2. furnished to every person who has filed a request for notice of proposed action with the state agency;
3. furnished to appropriate state officials;
4. furnished to interested persons;
5. furnished to the Department of Law, along with a copy of the regulation;
6. electronically transmitted to incumbent State of Alaska legislators;
7. posted on the Alaska Online Public Notice System: as required by AS 44.62.175(a)(1) and (b) and 44.62.190(a)(1).

As required by AS 44.62.190, additional regulation notice information regarding the April 21, 2020 emergency changes to the regulation described above has been furnished to interested persons and furnished to those in (2), (4) and (6) of the list above. The additional regulation notice information also has been posted on the Alaska Online Public Notice System.

DATE: 6/5/2020  
Juneau, Alaska

  
Jun Maiquis, Regulations Specialist

SUBSCRIBED AND SWORN TO before me this 5 day of June, 2020.

  
Notary Public in and for the  
State of Alaska  
My commission expires: w/office



**AFFIDAVIT OF AGENCY RECORD OF PUBLIC COMMENT**

I, Jun Maiquis, Regulations Specialist for the Department of Commerce, Community, and Economic Development, Division of Corporations, Business and Professional Licensing, being duly sworn, state the following:

In compliance with AS 44.62.215, the Real Estate Commission has kept a record of its use or rejection of factual or other substantive information that was submitted in writing as public comment and that was relevant to the accuracy, coverage, or other aspect of the Real Estate Commission emergency regulations on dealing with minimum education requirements for licensure.

DATE: 6/23/2020  
Juneau, Alaska

*Jun Maiquis*  
Jun Maiquis, Regulations Specialist

SUBSCRIBED AND SWORN TO before me this 23 day of June, 2020.



*Fannie R. Hoffard*  
Notary Public in and for the  
State of Alaska  
My commission expires: with my office

Excerpt from the Draft Minutes of the  
June 17, 2020 Videoconference Meeting of the  
Real Estate Commission

**Agenda Item 10 – Regulation Revisions Proposed for Adoption**

**Emergency Regulation to be Made Permanent, 12 AAC 64.063(h)**

Ms. McConnochie invited Regulation Specialist, Jun Maiquis, to provide background information on the emergency regulation change that is proposed to be made permanent. Mr. Maiquis stated there were two public comments on the change, which were just clarifying questions. Mr. Maiquis explained the emergency regulation will expire August 18, 2020 unless the Commission decides to make the regulation change permanent.

Ms. Consalo clarified that this regulation change would only go into effect if the Governor declared an emergency, and making this regulation permanent would prevent the Commission from having to do another emergency regulation project to address this particular issue in the event of any future declared emergencies.

**On a motion duly made by Ms. Nelson seconded by Ms. Markwood, it was,**

**RESOLVED to adopt, as public noticed, the emergency regulation to be permanent.**

Roll call vote: Ms. Nelson-yes, Ms. Markwood-yes, Mr. Goldman-yes, Ms. Matthews-yes, Mr. Sumner-yes, Ms. McConnochie-yes.

**Motion passed.**



## AFFIDAVIT OF COMMISSION ACTION

I, Shyla Consalo, Executive Administrator for the Real Estate Commission, being duly sworn, state the following:

The attached motion dealing with minimum education requirements for licensure was passed by the Real Estate Commission during its June 17, 2020 videoconference meeting.

Date: 6/17/20  
Anchorage, Alaska

Shyla Consalo  
Shyla Consalo, Executive Administrator

SUBSCRIBED AND SWORN TO before me this 17 day of June, 2020.



[Signature]  
Notary Public in and for the  
State of Alaska  
My commission expires: w/ office

## FINDING OF EMERGENCY

The Real Estate Commission finds that an emergency exists under AS 44.62.250, and that an emergency regulation change is necessary to 12 AAC 64.063, dealing with minimum education requirements for licensure, for the immediate preservation of the public peace, health, safety, or general welfare. The facts constituting the emergency include the following:

The restrictive nature of this regulation could negatively impact the general welfare of the public by decreasing real estate licensee availability during and after this public health emergency caused by the COVID-19 pandemic. This change would give licensees who have completed the required education the needed extension to take their exams and file their applications due to the closure of testing facilities.

## ORDER CERTIFYING ADOPTION

I certify that the Real Estate Commission, under the authority of AS 08.01.070, AS 08.88.081, AS 08.88.091, and AS 08.88.171, adopted at its April 20, 2020 teleconference meeting the attached four pages of regulation changes as an emergency regulation to take effect immediately upon filing by the lieutenant governor, as provided in AS 44.62.180(3).

This action is not expected to require an increased appropriation.

DATE: 4/20/20  
Anchorage, Alaska

Shyla Consalo  
Shyla Consalo, Executive Administrator  
Real Estate Commission

April Simpson for

## FILING CERTIFICATION

I, Kevin Meyer, Lieutenant Governor for the State of Alaska, certify that on April 21<sup>st</sup>, 2020 at 3:21 p.m., I filed the attached regulation according to the provisions of AS 44.62.

April Simpson  
for Kevin Meyer, Lieutenant Governor

Effective: April 21<sup>st</sup> 2020  
Register: 234, July 2020.

Expires August 18, 2020  
unless made "permanent"  
by the adopting agency

**FOR DELEGATION OF THE LIEUTENANT GOVERNOR'S AUTHORITY**

**I, KEVIN MEYER, LIEUTENANT GOVERNOR OF THE STATE OF ALASKA,  
designate the following state employees to perform the Administrative Procedures Act  
filing functions of the Office of the Lieutenant Governor:**

**Josh Applebee, Chief of Staff  
Kady Levale, Notary Administrator  
April Simpson, Regulations and Initiatives Specialist**

**IN TESTIMONY WHEREOF, I have  
signed and affixed the Seal of the State of  
Alaska, in Juneau, on December 11th,  
2018.**



A handwritten signature in blue ink, appearing to read "K. Meyer", is written over a dotted line.

**KEVIN MEYER  
LIEUTENANT GOVERNOR**

## EMERGENCY REGULATION

Register 234, July 2020 PROFESSIONAL REGULATIONS

### Chapter 64. Real Estate Commission.

(Words in **boldface and underlined** indicate language being added; words [CAPITALIZED AND BRACKETED] indicate language being deleted.)

12 AAC 64.063 is amended to read:

**12 AAC 64.063. Minimum education requirements for licensure.** (a) All real estate education courses used to qualify for initial licensure must

(1) meet the requirements of 12 AAC 64.400 - 12 AAC 64.470 and this section;  
and

(2) have been completed within the 18 months immediately preceding the date of application, except that the real estate education courses used to qualify for initial licensure by endorsement must have been completed within the 24 months immediately preceding the date of application.

(b) To meet the real estate education requirements for licensure under AS 08.88.171(a) or (b), an applicant for a broker or associate broker license must document completion of the following contact hours of education in the following topics:

- (1) broker supervision requirements and record keeping - four contact hours;
- (2) trust accounting procedures - three contact hours;
- (3) organizing and managing a real estate office - three contact hours;
- (4) property management - two contact hours; and
- (5) broker-level education to understand the applicability of the following areas covered previously in the applicant's initial education course to receive a real estate salesperson license:



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(A) licensee relationships, disclosure, and conflict of interest - three contact hours;

(B) forms of ownership - two contact hours;

(C) property law, public and private rights and limitations - two contact hours;

(D) forms of conveyances and recording of documents - two contact hours;

(E) contracts and transaction documents - two contact hours;

(F) financing instruments and accounting principles - two contact hours;

(G) Alaska real estate license law and Alaska landlord tenant law - three contact hours; and

(H) federal fair housing and Real Estate Settlement Procedures Act (RESPA) laws - two contact hours.

(c) To meet the real estate education requirements for licensure under AS 08.88.171(c), an applicant for an initial real estate license shall document completion of the following topics and hours:

(1) licensee relationships, disclosure, and conflict of interest - six contact hours;

(2) forms of ownership - four contact hours;

(3) property law, public and private rights and limitations - four contact hours;

(4) forms of conveyances and recording of documents - four contact hours;

(5) contracts and transaction documents - eight contact hours;

(6) financing instruments and accounting principles - six contact hours;

(7) Alaska real estate license law and Alaska landlord tenant law - six contact

## EMERGENCY REGULATION

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hours; and

(8) federal fair housing and RESPA laws - two contact hours.

(d) To document the real estate education received, an applicant shall list on the application form the following information:

- (1) course title and commission course approval number, if applicable;
- (2) course sponsor;
- (3) number of contact hours; and
- (4) instructor of the course.

(e) An associate broker who has met the education requirements in (b) of this section does not need to repeat those requirements when upgrading to a broker license.

(f) A licensee is responsible for maintaining adequate and detailed records, including course certificates or transcripts, showing completion of education courses claimed, and shall make the records available to the commission upon request. Records must be retained for three years after the date a course was taken.

(g) 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.

(h) If, during a disaster declared by the governor of this state under AS 26.23.020, the real estate salesperson or broker examination is not administered, an applicant who has completed the real estate education courses required in (b) or (c) of this section may submit a completed application up to 60 days after testing has resumed. (Eff. 10/8/90, Register 116;

**EMERGENCY REGULATION**

**COPY**

Register 234, July 2020 PROFESSIONAL REGULATIONS

am 3/6/91, Register 117; am 2/12/99, Register 149; am 8/31/2006, Register 179; am 3/27/2008,

Register 185; am 3/1/2017, Register 221; am 4 / 21 / 2020, Register 234)

**Authority:** AS 08.88.081 AS 08.88.091 AS 08.88.171