



DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT  
DIVISION OF OCCUPATIONAL LICENSING  
BOARD OF CERTIFIED REAL ESTATE APPRAISERS  
333 WILLOUGHBY AVENUE, 9TH FLOOR  
P.O. BOX 110806  
JUNEAU, AK 99811-0806  
Telephone: (907) 465-5470 Fax: (907) 465-2974  
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Website: [www.commerce.state.ak.us/occ](http://www.commerce.state.ak.us/occ)

## REAL ESTATE APPRAISER TRAINEE REGISTRATION APPLICATION

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The following items must be on file before the board will review an application for a trainee registration:

1. Complete, signed and notarized application (08-4162).
2. Payment of the required fees: Nonrefundable Application fee \$250.00 and Registration fee \$250.00. Make check or money order payable to the State of Alaska.
3. Official transcripts, notarized true copies of certificates of completion, or other evidence of course completion acceptable to the board, verifying 75 classroom hours of instruction. (See 12 AAC 70.125, and 12 AAC 70.140(a)). (In order for a course or seminar to qualify for initial certification, the course or seminar must be a minimum of 15 classroom hours in duration and require successful completion of a final examination. Except as provided in 12 AAC 70.140(g) time spent on the final examination will be counted toward the minimum course duration or credited toward the total classroom hours of instruction required for certification or registration (an assignment will not be counted toward the minimum hours required)).
  - 1) Basic Appraisal Principles, 30 hours
  - 2) Basic Appraisal Procedures, 30 hours
  - 3) National USPAP Course, 15 hours
4. Proof of employment by a certified real estate appraiser (see AS 08.87.310).
5. Complete Authorization for Release of Records form (08-4162b).

### **GENERAL INFORMATION**

#### **APPLICATION REVIEW**

The board meets at least once a year and will review applications at the board meeting. To be scheduled for a review, an application (and all supporting documents) must be complete and postmarked to the division at least 15 days before the scheduled date of a board meeting (12 AAC 70.150). Contact the division for meeting dates.

The board also reviews complete applications between board meetings via "mail ballot" voting process.

#### **"YES" RESPONSES**

A "Yes" response in the application does not mean your application will be denied. If you have responded "Yes" to any question in the application, be sure to submit an explanation and copies of court documentation, (e.g., court judgement, etc.).

#### **RENEWAL INFORMATION**

All certificates expire on June 30 of odd-numbered years, regardless of when issued, except new certificates issued within 90 days of the expiration date are issued through the next biennium.

#### **ADDRESS CHANGE**

In accordance with 12 AAC 02.900, a person must notify the Division in writing of a change of address. We will accept a fax, e-mail, or written notice that comes directly from the licensee or applicant. We will not accept a telephone call for a change of address. A change of address form may be obtained from the division's website at [www.commerce.state.ak.us/occ](http://www.commerce.state.ak.us/occ) under "Professional Licensing."

#### **SOCIAL SECURITY NUMBERS**

Alaska Statute 08.01.060(b) requires an applicant for an occupational license to provide a United States Social Security Number. Applicants who do not have a social security number must complete the "Request for Exception from Social Security Number Requirement" form 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**

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

#### **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.

For Office Use Only



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REGISTERED TRAINEE APPLICATION

Nonrefundable Application Fee: [ ] \$250.00
Registration Fee: [ ] \$250.00

(Please Print or Type)

NAME: \_\_\_\_\_
First M.I. Last

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Sex: [ ] Female [ ] Male

DATE OF BIRTH: \_\_\_\_\_ SSN: \_\_\_\_\_
Month Day Year (Required by AS 08.01.060(b))

PROFESSIONAL FITNESS QUESTIONS:

YES NO

- 1. Have you ever been convicted of a crime involving moral turpitude?
2. Have you ever had a real estate appraiser license/certification revoked, suspended, denied, surrendered, or otherwise acted upon in any state or jurisdiction?
3. Are you the subject of an unresolved complaint or disciplinary action before an authority regulating real estate appraisers or a professional real estate appraisers' association?
4. Have you committed, or had a lawsuit filed against you, while acting as a real estate appraiser, an act or omission involving dishonesty, fraud, or misrepresentation?

A "Yes" answer may not prejudice your application, failure to answer honestly may. If you answered "Yes" to any of the above questions, please explain dates, locations and circumstances on a separate piece of paper. Also, submit any/all supporting documents that are applicable (court records, board actions, investigation notices, etc.).

EMPLOYING CERTIFIED REAL ESTATE APPRAISER INFORMATION

Employing Certified Appraiser's Name: \_\_\_\_\_

Certificate No.: \_\_\_\_\_ Type: \_\_\_\_\_ Expires: \_\_\_\_\_

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

City State Zip Code Daytime Telephone: \_\_\_\_\_

Registered Trainee Starting Date of Employment: \_\_\_\_\_

Employing Appraiser's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**AUTHORIZATION FOR RELEASE OF RECORDS**

**TO WHOM IT MAY CONCERN:**

I, \_\_\_\_\_, residing at \_\_\_\_\_

\_\_\_\_\_, authorize the Alaska Division of Occupational Licensing and its investigators to examine my appraisal employment, educational records, and records pertaining to litigation, judgements, suits and/or settlements, and any law enforcement records pertaining to me and discuss them with persons having possession of them. I also expressly permit and authorize the release of all such records pertaining to me to the Alaska Division of Occupational Licensing and its investigators.

I request that upon presentation of this release, or a true copy, that you provide copies of those records to the division and its investigators.

I authorize the division to discuss my records with persons or organizations which are considered appropriate by the division in connection with an official investigation, and to provide copies of my records to those persons or organization if appropriate.

This authorization is given expressly in connection with my application (initial, renewal, reactivation) for Alaska Appraisal Certificate.

I hereby release you, your organization, the Alaska Department of Commerce, Community, and Economic Development, Division of Occupational Licensing and its investigators, and all others directly or indirectly involved in this matter from any liability or damage which may result from furnishing the information requested.

This authorization expires one year from the date of my signature.

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

\_\_\_\_\_  
Date

Home Telephone: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

**NOTE:** A photocopy reproduction of this request shall be, for all intents and purposes, as valid as the original. You may retain this form for your files.