



## Instructions for Pre-License & Broker Upgrade

*Congratulations on your pre-license enrollment,*

Please read the following instructions *carefully*. Note that any questions shall be sent via email to instructor at: [tjb@mtaonline.net](mailto:tjb@mtaonline.net) Be sure to include a good phone number on every email so that I may call you if it is necessary.

You can always find the following material under the student resources page of my website

This link will open a window that will allow you to download the following PDF material:

- Landlord & Tenant Act
- Common Interest Ownership Act

You are also required to study the [Alaska Real Estate Commission Statutes & Regulations](#).

**You are required to read all this material. I recommend that you start with the statutes. It is tedious and boring to read, but easy to understand. The areas you want to concentrate on are:**

- Educational Requirements
- Licensee Relationships
- Surety Fund
- Trust Accounting
- Disclosures
  - o Representation
  - o Property
  - o Brokerage Fee
  - o Conflict of Interest

Once you have completed these items, start on your textbook which will be mailed to you within a few days. Read each chapter and quiz yourself on each chapter test. **Ignore the state pertinent information at the end of each chapter.** Everything you need for the state portion of the test will be covered in the statutes and regulations. Once you have completed all the required material, you will need to contact me to set up your completion test.

Your state exam will be administered by [Pearson Vue](#). Follow the link to register for you exam. I recommend you pass your completion test first. It will cost you \$100 each time you need to take the [Pearson Vue](#) exam.

If you have any questions, please email me. I typically can get back to you right away. If a topic is too difficult for email, I will call you. **Please make sure you include a good contact number with every email.**

