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Appraisal Subcommittee
Federal Financial Institutions Examination Council

May 31, 2001

Wanda Heming, Licensing Examiner
Alaska Board of Certified Real
Estate Appraisers
Division of Occupational Licensing
P.O. Box 110806
Juneau AK 99811-0806

Dear Ms. Fleming:

Pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, as amended ("Title XI"), we have scheduled a field review of the Alaska real estate appraiser regulatory program ("Program") for August 7-8, 2001. The field review is an essential part of our ongoing efforts to fulfill our obligation under § 1118(a) to ensure State compliance with Title XI. The field review process involves analyzing your statute, regulations, policies, and procedures to determine your Program's consistency with Title XI.

Ms. Vicki Ledbetter and Mr. Dennis Greene will conduct the field review. We understand that the Division of Occupational Licensing is the State agency with administrative, regulatory, and/or enforcement authority for the Program. Ms. Ledbetter and Mr. Greene will begin the field review at 8:00 a.m. and will start with an opening conference to discuss your Program and our field review process. Please coordinate with your appropriate Program representatives to ensure their attendance at this opening conference. They will conclude the on-site review with an exit conference that will be scheduled during the review. At the exit conference, they will discuss the review findings. It is important that appropriate Program representatives attend this meeting.

For the majority of their time on site, Ms. Ledbetter and Mr. Greene will review selected files and records for the period under review (August 1998 through July 2001). Please have available for their review complete files of: all appraiser-related complaints; approved and disapproved education courses and providers or instructors; and approved and disapproved resident, temporary practice, and reciprocal applications. If you have any questions regarding the availability of any of these records or questions regarding our authority to review such records, please notify us at your earliest convenience before the review dates. They also may need access to additional records and/or information during the course of the review.

Please send two copies of the following information by July 20, 2001 for our review prior to arriving at your office:

- Current real estate appraiser-related statute and regulations;
- Blank copies of current real estate appraiser applications (including those for resident licensure/certification, temporary practice, reciprocity, and education provider/instructor approval);
- Official Real Estate Board/Commission and committee meeting minutes issued during the review period;

- Log from 1990 to present of all complaints (open and closed) identifying the case number, respondent, complainant, opening and closing date, status, and method of disposition;
- List of temporary practice permit applications received during the review period, identifying the applicant, date of application, date of issuance, and date of expiration, if any;
- List of all approved real estate appraiser-related education course offerings and course providers or instructors; and
- An organizational chart, including the names and phone numbers of employees involved in, or part of, the management of your Program.

In addition to two printed copies of the above information, if possible, please provide any of the information that is easily available in Microsoft Excel or Word format on a computer diskette.

We look forward to meeting with you. Please contact us at (202) 872-7520 with any questions you may have regarding the review.

Sincerely,

A handwritten signature in black ink, appearing to read "Ben Henson", followed by a small flourish.

Ben Henson
Executive Director

Cc: Carol Whelan, Records and
Licensing Supervisor
Don Faulkenbury, Investigator
3601 C Street, Suite 722
Anchorage, AK 99503-5986