



**Board of Social Work Examiners**

PO Box 110806, Juneau, AK 99811

Phone: (907) 465-2550

Email: [SocialWorkExaminers@Alaska.Gov](mailto:SocialWorkExaminers@Alaska.Gov)

Website: [ProfessionalLicense.Alaska.Gov/SocialWorkExaminers](http://ProfessionalLicense.Alaska.Gov/SocialWorkExaminers)

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## Master Social Worker License by Examination Application Instructions

A person may apply for a license to practice master social work in the State of Alaska by examination. These instructions also describe the procedures for obtaining a temporary license while waiting for permanent licensure.

***The following must be received by the division before your application for Master Social Worker License by Examination can be reviewed:***

### 1. APPLICATION

A signed, completed application (#08-4874, pages 1-4).

### 2. FEES

Fees made payable to "State of Alaska."

Nonrefundable Application Fee: \$100.00

Initial License Fee: \$275.00

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Total Fees Due: \$375.00

### 3. AUTHORIZATION FOR RELEASE OF RECORDS

A completed Authorization for Release of Records form (#08-4874a).

### 4. CERTIFIED TRANSCRIPTS

Certified transcripts of a master's degree or a doctoral degree in social work sent directly to the Division of Corporations, Business and Professional Licensing from a college or university approved by the Board.

### 5. PROFESSIONAL REFERENCES

Three professional references (form #08-4874c) from the following, as appropriate:

- a. a reference from a current employer supervisor where employed to practice social work;
- b. a reference from a previous employer supervisor where employed to practice social work,  
- and -
- c. a reference from any one of the following professionals:
  - Master's or doctorate degree social worker;
  - Licensed psychological associate, clinical psychologist, or physician specializing in psychiatry;
  - Licensed medical or osteopathic physician;
  - Licensed advanced nurse practitioner with a specialty area of practice in mental health;
  - Licensed registered nurse with a master's degree in psychiatric nursing;
  - Licensed marriage and family therapist; or
  - Licensed professional counselor.

**Note:** If you do not have a current/previous supervisor, please provide a letter of explanation regarding any missing reference.

### 6. VERIFICATION OF LICENSURE

A completed Verification of Licensure form (#08-4874b) from each state, except Alaska, where you are currently or have previously been licensed, even if the license held was not equivalent to the license for which you are currently applying. The state must verify any disciplinary actions taken.

### EXAMINATION INFORMATION

The Alaska Board of Social Work Examiners offers the examination through the Association of Social Work Boards. Upon approval to sit for the examination at the master's level, applicants will be instructed to register with the Association of Social Work Boards, at [www.aswb.org](http://www.aswb.org). A separate examination fee will be required by the Association of Social Work Boards.

## Temporary License

The Board may issue a temporary license to practice master social work to an applicant who meets the criteria set out in AS 08.95.125. The temporary license allows an applicant to practice while waiting to sit for the examination.

**Note:** You must apply for a license by examination in order to request a temporary license.

***The following must be received by the division before your application for Temporary License can be reviewed:***

### 1. APPLICATION

A signed, completed application (#08-4874, pages 1-4), attesting:

- a. that you hold a master's social work degree; and
- b. that you are of good moral character.

### 2. FEES

Fees made payable to "State of Alaska."

Nonrefundable Application Fee:	\$100.00
Temporary License Fee:	\$ 75.00
<hr/>	
Total Fees Due:	\$175.00

### 3. TRANSCRIPTS

Submit certified official transcripts of a master's degree or a doctoral degree in social work.

The temporary license is valid for one year only and may not be renewed. Additionally, only one temporary license may be issued to an individual in accordance with AS 08.95.125(d). If the board rejects your application for permanent licensure, the temporary license becomes invalid on the date of board action rejecting the license application.

An incomplete application or any unusual circumstances noted in the application may require additional processing time. While we understand your desire to conclude this process as quickly as possible, our licensing staff is responsible for reviewing many files and cannot complete the application process if required documents are missing. It is your responsibility to ensure required documents are submitted to our office.

The application review process is defined by the requirements set forth in state law. The Division must comply with those laws in processing applications. The Division conducts a thorough evaluation of education, training, employment or work history, malpractice history and any criminal or disciplinary history. We recommend you do not make commitments for loans, practice start dates, home purchases, etc., based on the expectation of licensure. The Division will not accelerate one application over another, nor will it forego any elements of its screening process.

## General Information

### APPLICATION PROCESSING:

The average time to process a paper application varies by program but can take several weeks from the date it is received in this office complete with all correct forms, supporting documents and appropriate fees paid. Start the process far enough in advance to allow for processing time. Applications are reviewed in order of receipt in our office, and walk-in customers should not expect immediate review.

### LICENSE TERM:

There is no "inactive" status. If you choose not to renew your license, it will lapse. Licenses are issued for a two-year period and expire on June 30 of even-numbered years, regardless of the date of issuance, except licenses issued within 90 days of the expiration date are issued to the next biennial expiration date. Renewal applications become available 30-90 days prior to the expiration date. One renewal notice will be sent via email or mail at least 30 days before license expiration to the last known email or mailing address of record. Failure to receive a renewal notice does not alleviate the requirement to renew the license if you wish to continue providing services in Alaska.

### PROFESSIONAL FITNESS QUESTIONS:

A "yes" response in the application does not mean your application will be denied. If you have responded "yes" to any professional fitness questions in the application, be sure to submit a signed and dated explanation, and the charging document and judgement.

### DENIAL OF APPLICATION:

Please be aware that the denial of an application of licensure may be reported to any person, professional licensing board, federal, state, or local governmental agency, or other entity making a relevant inquiry or as may be required by law.

### RANDOM AUDIT:

If your program requires continuing education, the Division will audit a percentage of the license renewals. If your license is randomly selected for audit, a letter will be sent with instructions to submit documentation as proof you satisfied the continuing competency requirements as stated on this renewal form. Licensees are randomly selected by computer and may be randomly selected as often as the computer program chooses. You must save your documents for at least four years so you can respond to audits.

### ADDRESS OR NAME CHANGE:

In accordance with 12 AAC 02.900, it is the applicant's/licensee's responsibility to notify the Division, in writing, of changes of address or name. Name and address change notification forms are available on the Division's website. The address of record with the division will be used to send renewals and all other official notifications and correspondence. The name appearing on the license must be your current legal name.

### CERTIFIED TRUE COPIES:

If any of the required documents will be issued under a former name, indicate on the application and submit marriage license and/or court documents that are notarized as a "certified true copy of the original document". To obtain a certified true copy, you must present the notary with the original document along with the photocopy. You must write, "I certify this is a true copy of the original document" and sign your name. The notary will compare the original document with the copy and then notarize your signature.

### SOCIAL SECURITY NUMBERS:

AS 08.01.060 and 08.01.100 require that a U.S. Social Security Number be on file with the division before a professional license is issued or renewed for an individual. If you do not have a U.S. Social Security Number, please complete the Request for Exemption from Social Security Number Requirement form (#08-4372) located at *ProfessionalLicense.Alaska.Gov* or contact the division for a copy of the form. This form is required with every application if you do not have a U.S. Social Security Number.

### 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 *ProfessionalLicense.Alaska.Gov* under License Search.

### ABANDONED APPLICATIONS:

Under 12 AAC 02.910, an application is considered abandoned when 12 months have elapsed since correspondence was last received from or on behalf of the applicant. An abandoned application is denied without prejudice. At the time of abandonment, the division will send notification to the last known address of the applicant, who has 30 days to submit a written request for a refund of biennial license and other fees paid. The application fee will not be refunded. If no request for refund is received within that timeframe, no refund will be issued, and all fees will be forfeited.

### BUSINESS LICENSES:

The status of a professional license will directly impact the status of an associated business license. Renewal applications for business licenses are mailed separately. For more information about business licenses, (907) 465-2550 or *BusinessLicense.Alaska.Gov*

**STALE DOCUMENTS:**

Application forms, authorizations and verifications older than 12 months from the date the document was received by the division will be considered stale; the document must be resubmitted as appropriate before the application will be considered by the division or a licensing board. Application documents include the application documents and verifications of licensure from other licensing jurisdictions. (12 AAC 02.915)

**PAYMENT OF CHILD SUPPORT:**

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 to resolve payment issues.

**STATUTES AND REGULATIONS:**

The complete set of statutes and regulations for this program are available by written request or online at the division's website: *ProfessionalLicense.Alaska.Gov*

If you would like to receive notice of all proposed regulation changes for your program, please send a request in writing with your name, preferred contact method (mail or email), and the specific program you want to be updated on to the address below.

Regulations Specialist  
Department of Commerce, Community, and Economic Development  
Division of Corporations, Business and Professional Licensing  
EMAIL: *RegulationsAndPublicComment@Alaska.Gov*



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Department of Commerce, Community, and Economic Development  
Division of Corporations, Business and Professional Licensing

**CSW**

FOR DIVISION USE ONLY

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## Master Social Worker License by Examination Application

### PART I Temporary License

**Temporary License:**  In addition to applying for Licensure by Examination, I would like to request a Temporary License.

### PART II Payment of Fees

<b>Required Fees:</b>	<input type="checkbox"/> Nonrefundable Application Fee	<b>\$100.00</b>
	<input type="checkbox"/> Initial License Fee	<b>\$275.00</b>
	<input type="checkbox"/> Temporary License Fee	<b>\$ 75.00</b>

### PART III Personal Information

**Full Legal Name:**

**Provide all other names used (maiden, nicknames, aliases).** If any documentation will be received in a prior name, you must provide a certified true copy of the documentation showing proof of legal name change(s).

Not Applicable

Other Names Used: \_\_\_\_\_

**Mailing Address:**

P.O. Box or Street

City

State

Zip

**Contact Phone:**

**Date of Birth:**

**EMAIL AGREEMENT:** By choosing to receive correspondence on any matter affecting my license or other business with the Alaska Division of Corporations, Business and Professional Licensing, I agree to maintain an accurate email address through the MY LICENSE web page. I understand that failure to check my email account or to keep the email address in good standing may result in an inability to receive crucial information, potentially resulting in my inability to obtain or maintain licensure.

**Email Address:**

**Select One:**

Send my Correspondence Electronically

Send my Correspondence by Mail

**Note: If both boxes are selected above, you will receive correspondence electronically.**

**SOCIAL SECURITY NUMBER:** AS 08.01.060 requires you to provide your United States Social Security Number. It is considered confidential information and will not be publicly disclosed; it may be used to verify inter-state licensure.

**PART IV Education**

List the name & address of the Master's Social Work program attended and ANY other education programs attended.

Name of College	Address	Degree Awarded	Date Awarded

**PART V Professional License(s)**

Chronologically list every state, U.S. jurisdiction, or country where you currently hold, or have ever held a license or certification. Please indicate whether certified or licensed. If you need additional pages, please attach.

Check here if none.

State or Jurisdiction	License Number	License Type	Initial Issue Date	Expiration Date

## PART VI Professional Fitness Questions

The following questions must be answered. "Yes" answers may not automatically result in license denial.

**For each "yes" response to any question, you must provide an explanation and documentation.** Use the letter of explanation form (#08-4752) appended to this application; include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances. A separate letter of explanation form must be provided for each "yes" answer documented below. Documentation includes copies of court orders, charging documents, board, or license actions, etc.

The contents of licensing files are generally considered public records. If you believe that the additional information you are attaching to explain a "yes" answer should be considered confidential, state that in the attachment. A request for confidentiality may or may not be granted.

### When in doubt, disclose and explain.

1. Have you ever been disciplined by any state board for any violation of the Social Work Practice Act or unethical conduct?  Yes  No

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2. Have you ever had an application for a professional license denied?  Yes  No

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3. Have you ever had a license to practice social work revoked, suspended, restricted, or limited?  Yes  No

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4. Have you ever been investigated by a licensing authority or professional association even if no disciplinary action resulted?  Yes  No

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5. Have you ever had any malpractice settlements or judgments paid on your behalf?  Yes  No

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6. Have you been convicted of a criminal offense other than a minor traffic violation?  Yes  No

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7. Are you now or have you been, within the past 5 years, addicted to or excessively used or misused alcohol, narcotics, barbiturates, or habit-forming drugs which may impair or interfere with your ability to practice social work?  Yes  No

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8. Are you now or within the past 5 years, been treated or hospitalized for emotional or mental illness, drug addiction or alcoholism which may impair or interfere with your ability to practice social work?  Yes  No

"Yes" Answers

**If you answered "yes" to questions 7 or 8, in addition to your personal statement, you must submit a statement from your health care provider indicating your ability to safely practice Social Work. Applications submitted without the appropriate attachments will be considered incomplete and will not be processed.**



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**Signature Page**

<b>Applicant Name:</b>	
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**PART VII Agreement**

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted herewith are true and correct.

I understand that any falsification or misrepresentation of any item or response in this application, or any attachment hereto, or falsification or misrepresentation of documents to support this application, is sufficient grounds for denying, revoking, or otherwise disciplining a license, certificate, or permit to practice in the state of Alaska.

I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

<b>Applicant Signature:</b>	<b>Date Signed:</b>	
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## Authorization for Release of Records

I hereby authorize the Alaska Division of Corporations, Business, and Professional Licensing and its investigators to examine my employment, educational records, and records pertaining to litigation, judgments, 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 any and all such records pertaining to me to the Alaska Division of Corporations, Business, and Professional Licensing and its investigators.

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

I request that upon presentation of this release, or a Certified True Copy thereof, that you provide copies of those records to the division and/or its investigators, and/or representatives of the Office of the Attorney General of the State of Alaska.

This authorization is given expressly in connection with the application (initial, renewal, reactivation) for issuance of a master social worker license.

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

This authorization expires one (1) year from the date of my signature below.

<b>Name:</b>	First	Middle	Last
<b>Full Address:</b>	P.O. Box or Street	City	State Zip
<b>Phone:</b>		<b>Date of Birth:</b>	
<b>Email:</b>			
<b>Signature:</b>		<b>Date:</b>	



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## Verification of Licensure

→ **Applicant:**

Please complete the identifying information below and forward a copy of this form to all states, territories, or jurisdictions where you currently are or have ever been licensed. *Make additional copies of this form, as needed.*

<b>Applicant Name:</b>			
<b>Applicant Signature:</b>		<b>Date Signed:</b>	



**Licensing Agency  
or State Board:**

Please complete this bottom part for the applicant identified above and return the form directly to the Alaska State Board of Social Work Examiners at the letterhead address.

<b>Licensee Name:</b> <small>(As Shown in Your Records)</small>		<b>State or Jurisdiction:</b>	
<b>Degree Awarded:</b>		<b>License Number:</b>	
<b>License Type:</b>		<b>Licensed By:</b>	<input type="checkbox"/> Credentials <input type="checkbox"/> Exam
<b>Exam Administered by ASWB?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date of Exam:</b> <small>(If Applicable)</small>	
<b>Level of Examination:</b>	<input type="checkbox"/> Basic <input type="checkbox"/> Masters <input type="checkbox"/> Clinical	<b>Exam Results:</b>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
<b>Original Issue Date:</b>		<b>Expiration Date:</b>	

- Has the license ever been revoked, suspended, placed on probation, or restricted in any way?  Yes  No
- Is the licensee the subject of a pending disciplinary proceeding?  Yes  No
- Has the licensee ever been the subject of an unresolved complaint, review procedure, or disciplinary action?  Yes  No

"Yes" Answers

If you answered "yes" to any question above, please attach a detailed explanation or documentation signed and dated by the person whose signature appears below.

Board Seal	<b>Signature:</b>		<b>Date Signed:</b>	
	<b>Printed Name:</b>		<b>Title:</b>	
	<b>Email:</b>		<b>Phone:</b>	



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## Professional Reference

Three professional references are required:

**(1) A current employer supervisor where employed to practice social work; (2) A previous employer supervisor where employed to practice social work; and (3) A reference from one of the following professionals:**

- (a) Master's or doctorate degree social worker;
- (b) Licensed psychological associate, clinical psychologist, or physician specializing in psychiatry;
- (c) Licensed medical or osteopathic physician;
- (d) Licensed advanced nurse practitioner with a specialty area of practice in mental health;
- (e) Licensed registered nurse with a master's degree in psychiatric nursing;
- (f) Licensed marital and family therapist; **OR**
- (g) Licensed professional counselor.

➔ **Applicant:** Please complete the identifying information below and forward a copy of this form to the appropriate individuals. *Make additional copies of this form, as needed.*

<b>Applicant Name:</b>			
<b>Mailing Address:</b>	P.O. Box or Street	City	State Zip
<b>Applicant Signature:</b>		<b>Date Signed:</b>	

➔ **Reference:** Please provide the information requested below for the applicant identified in this form and send document directly to the Alaska Board of Social Work Examiners at the letterhead address.

<b>Reference Name:</b>		<b>Relationship to Applicant:</b>	
<b>License Number:</b>		<b>License Type:</b>	
<b>Name of Institution or Clinic where Employed:</b>			
<b>Address:</b>	P.O. Box or Street	City	State Zip
<b>Email Address:</b>		<b>Phone Number:</b>	
<b>Associated with Applicant from Date:</b>	mm/dd/yyyy	<b>Associated with Applicant to Date:</b>	mm/dd/yyyy
<b>Reference Type:</b> (Check all that apply)	<input type="checkbox"/> Current employer supervisor <input type="checkbox"/> Previous employer supervisor <input type="checkbox"/> Master's degree social worker <input type="checkbox"/> Doctorate degree social worker <input type="checkbox"/> Licensed psychological associate <input type="checkbox"/> Licensed clinical psychologist <input type="checkbox"/> Licensed physician specializing in Psychiatry <input type="checkbox"/> Licensed marriage and family therapist <input type="checkbox"/> Licensed medical physician <input type="checkbox"/> Licensed osteopathic physician <input type="checkbox"/> Licensed professional counselor <input type="checkbox"/> Licensed advanced nurse practitioner with specialty area of practice in mental health <input type="checkbox"/> Licensed registered nurse with a master's degree in psychiatric nursing		

## Recommendation

The board believes a license to practice social work at the master level carries important responsibilities. Please comment on the applicant's qualifications, abilities, character, etc., which involves use of social work principles and methods, as defined in AS 08.95.990(7), and which include counseling of a nonmedical nature to assist in the treatment of mental and emotional conditions of individuals, families, and groups; providing information and referral services; providing or arranging for the provision of social services; explaining and interpreting the psychosocial aspects in the situations of individuals, families, or groups; helping communities to organize, provide, or improve social and health services; and doing research related to social work.

Comments:

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### To your knowledge:

- |  |                          |     |                          |    |
|--|--------------------------|-----|--------------------------|----|
| 1. is the applicant of good moral character?   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 2. has the applicant within the past five years, ever been addicted to or excessively used alcohol, narcotics, barbiturates, or habit-forming drugs? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 3. has the applicant ever been found guilty of incompetence by another state or jurisdiction?  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 4. has the applicant violated the ethical standards of another state agency or jurisdiction for providers of social work services?                   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 5. has the applicant misrepresented his or her qualifications to the board in any way?   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 6. has the applicant been sanctioned for practicing social work services without a license?  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 7. Would you recommend the applicant for licensure as a Master social worker?  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

Please Explain:

- 
- |   |                          |     |                          |    |
|---|--------------------------|-----|--------------------------|----|
| 8. Any further comments the board might consider in reviewing this applicant? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
|---|--------------------------|-----|--------------------------|----|

Please Explain:

- 
9. Please evaluate the applicant's technical knowledge and practical experience:

Excellent       Very Good       Fair       Needs Improvement

## Signature

I hereby certify that the above information is true and complete to the best of my knowledge.

**Reference Printed  
Name:**

**Reference  
Signature:**

**Date Signed:**



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## Letter of Explanation for a Professional Fitness “Yes” Answer

Use this form only to explain and document any professional fitness “yes” answers. A “yes” answer is not necessarily disqualifying but concealing one may be.

Each “yes” answer requires a separate explanation and associated documentation. Submit all relevant documentation with this form, even if you have previously provided it.

- **Explanations** include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances. If the space provided is insufficient, make additional copies as needed.
- **Documentation** includes copies of court orders, charging documents, board or license actions, decisions against your professional certification, satisfaction of consent agreements (fines paid, community service completed, off probation, etc.), and fitness to practice letters (statement from your provider that you are safe to practice if you check “yes” to any of the questions regarding mental or physical health, or drug or alcohol abuse or addiction).
- **Disciplinary actions** may include, but not be limited to, suspension, surrender, revocation, probation, academic probation, reprimand, censure, restricted license, limited license, conditioned license, or letters of counseling, concern, advice, warning, caution, admonishment, or reprimand.

If you have multiple “yes” answers or multiple incidents for any professional fitness question, you must use a separate copy of this form and provide a full explanation and documentation for each incident.

The contents of licensing files are public records. If you believe that the additional information you are attaching to explain a “yes” answer should be considered confidential, state that in the attachment. A request for confidentiality may or may not be granted according to state law.



Write the professional fitness question number you are answering “yes” to in the box.

<b>Location of Incident:</b>		<b>Date of Incident:</b>	
<b>Explanation of Incident:</b> When in doubt, disclose and explain. <i>Make copies as necessary.</i>			

**Did you attach all applicable documents associated with this incident?**

- Court Orders     
  Consent Agreements     
  Disciplinary Actions     
  Charging Documents  
 Court Records     
  Fitness to Practice     
  All Other Documentation Related to This Incident  
 I have additional incidents for this “yes” answer, or “yes” answers to other Professional Fitness questions and have attached a separate copy of this form for each incident.

<b>Full Name:</b>		<b>Program:</b>	
<b>Signature:</b>		<b>Date Signed:</b>	



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PO Box 110806, Juneau, AK 99811  
Phone: (907) 465-2550

## Credit Card Payment Form

All major credit cards are accepted. For security purposes, do not email credit card information. Include this credit card payment form with your application.

Name of Applicant or Licensee: \_\_\_\_\_

Profession Type (e.g., Acupuncture): \_\_\_\_\_

License Number (if applicable): \_\_\_\_\_

I wish to make payment by credit card for the following (check all that apply):

**AMOUNT**

Application Fee: \_\_\_\_\_

License or Renewal Fee: \_\_\_\_\_

Other (fine, exam, etc.): \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

Name (as shown on credit card): \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email (optional): \_\_\_\_\_

Signature of Credit Card Holder: \_\_\_\_\_

08-4438

Rev 12/06/2022

Credit Card Payment Form (all major cards accepted)

**CREDIT CARD INFO: Your payment cannot be processed unless all fields are completed!**

1. Credit Card Number: -----

2. Expiration Date: -----

3. Security Code: -----

All 3 fields **MUST** be completed!

This section will be destroyed after the payment is processed.