

State of Alaska

**Board of Registration
for Architects,
Engineers, and Land
Surveyors**

*January 30-31, 2018
Board Meeting Packet*

**State Office Building
10th Floor Training Room
Juneau, AK**



State of Alaska
Board of Registration for Architects,
Engineers, and Land Surveyors

MISSION STATEMENT

The board adopts regulations to carry out its mission to protect the public health, safety, and welfare through the regulation of the practice of architecture, engineering, land surveying, and landscape architecture by:

- **ensuring that those entering these practices meet minimum standards of competency, and maintain such standards during their practice;**
- **requiring licensure to practice in the State of Alaska; and**
- **enforcing both the licensure and competency requirements in a fair and uniform manner.**

Office of Governor
MICHAEL J. DUNLEAVY

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Roster

State Board of Registration for Architects, Engineers, and Land Surveyors

NAME	APPOINTED	REAPPOINTED	EXPIRES
Anderson, Jennifer (Anchorage) Civil Engineer	03/01/2018		03/01/2022
Fritz, Catherine (Juneau) Architect	03/01/2016		03/01/2020
Hale, Dave (Anchorage) Land Surveyor	03/01/2012	03/01/2016	03/01/2020
Johnston, Elizabeth (Fairbanks) Electrical/Mechanical Engineer	03/01/2017		03/01/2021
Jones, Richard (Juneau) Public	10/26/2016	03/01/2018	03/01/2022
Kerr, John (Anchorage) Land Surveyor	03/01/2013	03/01/2017	03/01/2021
Koonce, Jeffrey (Anchorage) Architect	03/01/2013	03/01/2017	03/01/2021
Maynard, Colin (Anchorage) Civil Engineer	03/01/2012	03/01/2016	03/01/2020
Mott, William (Anchorage) Engineer Other Than Those Listed	05/26/2017		03/01/2020
Urfer, Luanne (Eagle River) Landscape Architect	07/01/2013	07/07/2017	03/01/2021

NAME	APPOINTED	REAPPOINTED	EXPIRES
Wallis, Fred (Healy) Mining Engineer	03/01/2016		03/01/2020

[Board Fact Sheet](#)

AELS January 2019 Meeting Agenda

January 30-31, 2019

State Office Building, 10th floor training room, Juneau

Conference Call Number: 1-800-315-6338

Access Code: 51676

Wednesday, January 30th Agenda

1. Call to Order 8:00 a.m.
2. Review/ Amend Agenda 8:02 a.m.
3. Ethics Reporting 8:05 a.m.
4. Review/ Approve Aug 2018 Meeting Minutes 8:10 a.m.
5. Investigative Report 8:15 a.m.
6. Retired License Discussion with Chief Investigator 8:35 a.m.
7. Correspondence Sent: 9:00 a.m.
 - A. Letter to AK DOT&PF RE: Professional Seal Requirements
 - B. Board Priorities
8. Correspondence Received: 9:15 a.m.
 - A. Response from UAA RE: Fundamentals of Engineering Examination
 - B. Request for Guidance on EIT vs. EI
9. Division Update 9:30 a.m.
 - A. Review FY 18 Revenue
 - B. FY 19 1st Quarter Report
 - C. Review of Indirect Costs
 - D. Standard Drawings
10. Break 10:00 a.m.
11. Old Business 10:15 a.m.
 - A. Review November Meeting To Do List
 - B. Regulation Projects
 - i. Review Comments on Proposed Changes to 12 AAC 36.135, .145, & .185
 - ii. 12 AAC 36.050(b)(1) - Clarify documentation requirements
 - iii. Terminology updates

- iv. Definitions of branches of engineering
- v. Mentoring regulations and FS language clean up

C. Guidance Manual

- 12. Executive Session (Tentative) 11:30 a.m.
- 13. Lunch 12:00 p.m.
- 14. Reconvene meeting/ Roll Call 1:10 p.m.
- 15. Public Comment 1:15 p.m.
- 16. Presentation by ASID 2:15 p.m.
- 17. Application Review 3:00 p.m.
- 18. Recess for the day 5:00 p.m.

Thursday, January 31st Agenda

19. Reconvene meeting/ Roll Call 8:00 a.m.
20. Application Review continued 8:02 a.m.
21. Break 10:00 a.m.
22. Presentation on UAF Arctic Engineering Course with Dr. R. Perkins 10:15 a.m.
23. Arctic Course Discussion 10:45 a.m.
24. New Business 11:15 a.m.
 - A. Continuing Education Discussion
 - B. Anchorage Earthquake - Lessons Learned
25. Committee Updates (Working Lunch) 12:00 p.m.
26. Election of Officers 12:45 p.m.
27. Calendar Review 1:00 p.m.
 - A. April/May 2019 Meeting Dates
 - B. AKLS Exam Date/Locations
 - C. Confirm attendees for NCEES Western Zone Meeting
28. National Organization Updates 1:15 p.m.
 - A. CLARB
 - B. NCARB
 - C. NCEES
29. Licensing Examiner's Report 1:45 p.m.
30. Read Applications into the Record 1:55 p.m.
31. Board Tasks & Assignments 2:05 p.m.
32. Board Member Comments 2:10 p.m.
33. Meeting Adjourns 2:15 p.m.

1 These draft minutes were prepared by the staff of the Division of Corporations, Business and Professional
2 Licensing. They have not yet been approved by the Board.

3
4 **STATE OF ALASKA**
5 **DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT**
6 **BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS AND**
7 **LAND SURVEYORS**

8
9 **MINUTES OF THE MEETING**
10 **November 1-2, 2018**

11
12 By authority of AS 08/01.070(2), and in compliance with the provisions of AS 44.62, Article 6, a scheduled
13 meeting of the Board of Registration for Architects, Engineers and Land Surveyors was held on Thursday,
14 November 1st – Friday, November 2nd at KPB Architects, Anchorage, Alaska.

15
16 **I. Call to Order/Roll Call**

17 The meeting was called to order at 9:02 a.m. by AELS Chair Colin Maynard.

18
19 Board members present, constituting a quorum:

20 Jennifer Anderson, PE, Civil Engineer, Environmental Engineer
21 Dave Hale, PS, Surveyor
22 Elizabeth Johnston, PE, Electrical Engineer, Fire Protection Engineer
23 Richard “Vernon” Jones, Public Member
24 John Kerr, PS, Surveyor
25 Jeff Koonce, Architect
26 Colin Maynard, PE, Civil Engineer, Structural Engineer
27 Bill Mott, PE, Chemical Engineer, Metallurgical and Materials Engineer
28 Luanne Urfer, Landscape Architect
29 Fred Wallis, PE, Mining Engineer

30
31 Board members excused by the Chair:

32 Catherine Fritz, Architect
33

34 Attending from the Division of Corporations, Business, and Professional Licensing were:

35 Alysia Jones, Executive Administrator (in-person)
36 John Savage, Investigator (in-person)*
37 Melissa Dumas, Admin Officer (telephonically)*
38 Jun Maiquis, Regulation Specialist (telephonically)*
39 Marilyn Zimmerman, Paralegal II (telephonically)*
40

41 * Attended portions of the meeting.

42
43 The following members of the public attended portions of the meeting:

44 Bader Diab (telephonically)
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II. Review/Amend Agenda

Board reviewed the meeting agenda. A. Jones noted an error with the agenda numbering for items XXVI. New Business and above.

John Kerr joined the meeting at 9:03.

AELS_11.01.2018_A: 00:00:04

On a Motion duly made by Hale, seconded by Koonce and approved unanimously, it was RESOLVED to approve the agenda.

AELS_11.01.2018_A: 00:00:32

III. Ethics Reporting

The Chair said he had attended the CLARB Annual Meeting held in Toronto at the end of September. He also stated that he is serving on NCEES' Advisory Committee on Council Activities (ACCA), which is scheduled to meet the first week of January in Miami.

Urfer stated that she had spoken with a sub-group of the ASLA – Alaska Chapter about the potential statute change regarding landscape architecture.

Johnston stated that she is the Student Activities Chair for the Institute of Electrical and Electronics Engineers and has had six trips this fall related to this role.

The Chair commented that he had attended the AIA Alaska Chapter meeting as marketing for his firm, but also did a presentation on AELS and NCARB since Koonce and Fritz were unable to attend.

The Chair, Kerr, and Wallis also attended the NCEES Annual Meeting held in Scottsdale, AZ as the board's delegates. Mott attended the meeting as a first-time attendee.

IV. Review/Approve August 2018 Meeting Minutes.

The Chair asked if the board had any additional comments that were not included in the current version. No additional comments were provided.

On a Motion duly made by Hale, seconded by Koonce and approved unanimously, it was RESOLVED to approve the minutes as presented.

AELS_11.01.2018_A: 00:02:50

V. Investigative Report

Savage asked the board if there were any questions concerning the report. The Chair requested clarification on items pending litigation being indicated by italics and the lack of italics. Savage confirmed it was standard language and there were no items pending litigation. Savage explained there has been some movement to standardize the reports across all programs and noted the work on the AELS Investigative report and sanctioned guidelines over the past several years.

1 Kerr commented that there appeared to be quite a bit of activity. Savage said this used to be his catch up
2 time, but that has not been the case this year. Savage added that he is no longer being asked to assist with
3 other programs and believes he'll be able to conduct more site visits and catch up soon.

4
5 Kerr asked Savage if he had any recommendations related to outreach based upon the issues he has seen
6 recently. Savage responded that any outreach is helpful. Savage recommended the board reach out to home
7 builder associations, noting an increase in members getting involved in commercial work. Savage suggested
8 board members and/or staff attend meetings in order to educate them beforehand and mentioned that it
9 would have a positive impact on "street work". Savage said the Fire Marshall's Forum as another good
10 outreach opportunity, along with any outreach to the deferred jurisdictions.

11
12 Savage reported that the Investigative unit is nearly fully staffed and that he has been assisting with training
13 some of the new staff. The Chair said there were questions at the AIA meeting about outreach to the Fire
14 Marshall's office and he had responded that the AELS Investigator does a lot. The Chair said one issue that
15 came up at the AIA meeting was related to a plat plan being marked up and then turned in again. The Chair
16 explained that was illegal, and said several attendees were surprised. The Chair recommended Savage speak to
17 the planning department. Hale said they are accepting plot plans that haven't been surveyed and clarified that
18 it is not the planning department, but the Development Services Department. Hale said he talked to the
19 Director as a surveyor because there was an issue with the ZBEA (Zoning Board of Examiners and Appeals).
20 Hale explained ZBEA only deals with variances related to buildings and encroachments. The Chair suggested
21 Savage reach out to the Development Services Department.

22
23 Savage added that the city was accepting plans that were sealed, but there was a disclaimer that they don't
24 accept responsibility for anything in the drawings. Savage stated the issue had been straightened out. The
25 Chair noted that several attendees at the AIA meeting did not know about the corporate authorization
26 information being required on the title block, or a registrants' duty to turn someone in if they see someone
27 doing something they shouldn't be doing. Johnston requested a copy of the presentation the Chair gave at the
28 AIA meeting.

29
30 TASK: AJ will send the AIA presentation to board, once it is provided by the Chair.

31
32 The board returned to the Investigative Report. The Chair commented on the number of cases since the last
33 meeting and the timeliness of their being closed. Savage explained that numbers are assigned once all required
34 documentation is received.

35
36 The board thanked Savage for the report.

37
38 *AELS_11.01.2018_A: 00:19:01*

39 ***V. A. Home Inspection***

40 The Chair directed the board to the Deputy Director's comment that the Board cannot add the statement "A
41 licensed design professional may only do inspections in accordance with their license," to the website. The
42 Chair explained the exemption in the Home Inspector Statutes and Regulations was not intended to allow any
43 architect or engineer to do an entire home inspection, but make sure they could continue to do what they
44 were doing if it was at a house.

1 Savage said architects and engineers have been exempt from the home inspector laws for the past 14 years or
2 more and advised the board to get an opinion from the Attorney General's (AG) Office if they wished to
3 pursue it further. A. Jones said the board would need to update the AELS statutes and regulations to directly
4 address home inspections. Kerr referred the board to 08.48.221 Seals and stated that the board has the
5 authority to regulate the use of the seal whether it is in a home inspection or anywhere else. Johnston asked
6 for clarification on whether the home inspection report was actually sealed by the architect or engineer. Kerr
7 and the Chair confirmed the report must be sealed, signed and dated per Sec. 08.18.

8
9 Savage asked the board if there was anything in the AELS statutes and regulations that indicated they cannot
10 do home inspections. The board discussed current enforcement practices related to this issue. Savage again
11 recommended the Board obtain an AG's opinion. The Chair said he was there when the language was
12 adopted and said the intent was to allow people who were licensed to continue to do that kind of work. Kerr
13 directed the board back to Sec. 08.48.221(a) Seals and read the following excerpt:

14
15 "The registrant, by affixing the registrant's seal to final drawings, specifications, surveys, plats, plates,
16 reports, or similar documents, and by signing the seal, certifies that the documents were prepared by
17 or under the registrant's direct supervision, are within the registrant's field of practice, or constitute
18 design work of minor importance."
19

20 Kerr explained that if you are expecting a home heating system and you are a structural engineer you are not
21 practicing in your area of expertise. Mott asked the board if there was a sense of the magnitude of the issue.
22 Savage suggested it would be a huge issue and said there are a number of architects and engineers that make a
23 living off of doing home inspections.

24
25 The Chair reiterated that licensees need to be working in the area of their expertise. Johnston said she
26 routinely sees civil engineer home inspections providing electrical inspections and added that they are trained
27 to do that through their home inspection training, not within the purview of their civil engineering license.
28 A. Jones direct the board members to the language in 08.18.156 that indicates parameters for some of the
29 other exemptions, but that the language (e.g. "within the scope of that license") is not included for Sec.
30 08.18.156(3).

31
32 Koonce stated that it is a house, which is exempt from AELS statutes and regulations (Sec. 08.48.331 (a)(6)).
33 Kerr explained that an architect or engineer can obtain a home inspector license, or if they choose not to do
34 that, they need to seal the report. Koonce stated that an architect can build a brand new home and that is not
35 regulated by the AELS board, so why can't someone with those same credentials inspect it?

36 Kerr responded that the home inspectors' statutes require the report to be sealed. Several members explained
37 that if the architect or engineer did not seal the home inspection report as required by Sec. 08.18.156, then
38 that individual would be in violation of the home inspector laws. Koonce asked who regulates the home
39 inspectors. Several members responded that it is a non-boarded program within the Division.

40
41 The board discussed the home inspector certification process and pursuing the certification rather than using
42 their architect or engineer seal. Savage requested the board provide a position letter that the AELS staff can
43 bring to the Division Director, Chief Investigator, and AG's Office for comment.

44
45 Admin Officer Melissa Dumas and Accountant III Marylene Wales joined the call.

1
2 Johnston asked the board to look at Sec.08.18.156(4), which mentioned engineer and architects in training.
3 The board reviewed it and determined that since the report was still signed by the registered engineer or
4 architect reference in item (3), updates to item (4) were not required.

5
6 Kerr recommended adding “in accordance with 08.48...” to Sec. 08.18.156, but recognized it would require a
7 statute change.

8
9 The Chair responded that there are statutes (Sec. 08.48) regarding seals and the Home Inspector Statutes
10 (08.18) do not change that. The board agreed to draft a position letter as Savage suggested.

11
12 *AELS_11.01.2018_A: 00:33:05*

13 **VI. Division Update:**

14 The Chair invited Dumas to speak. Dumas walked through the fourth quarter report with the board. She said
15 everything is trending as expected given the reduction of fees and expenditures appear consistent. Dumas
16 noted the expected deficits in non-renewal years and a surplus during renewal years.

17
18 Dumas explained the department as a whole only gets \$50,000 in allowable 3rd party reimbursement per year.
19 Koonce asked about the \$50,000 cap on third party reimbursement. Dumas explained that was a legislative
20 decision and said the AELS program is seeing the majority of that currently. Kerr asked about the rationale of
21 the cap. Dumas responded that she did not want to speculate and offered to look into it more if the board
22 wanted additional information.

23
24 Dumas and the board talked about membership fees for national organizations and the benefits and services
25 the board receives through membership.

26
27 Maynard commented that he was surprised that the licensing revenue was so low, given the small adjustment
28 in fees.

29
30 The board thanked Dumas for the report and returned to *Agenda Item V.A. Follow up: Home Inspection*
31 *Exemption Discussion*. The Chair stated that he would draft a letter tonight for the board to review during
32 tomorrow’s meeting.

33
34 *AELS_11.01.2018_A: 00:43:40*

35 **V. B. Background Checks**

36 A. Jones explained she did some research based upon Kerr’s question following a law enforcement session at
37 the NCEES Annual Meeting. A. Jones said she reached out to other jurisdictions for information regarding
38 how many jurisdictions do background checks and provided the board with a breakdown of the information.
39 Savage added that the jurisdictions that are doing checks are much larger organizations and have a lot more
40 staff and capacity to conduct these background checks. Savage said they do run background checks if
41 someone answers “Yes” to the general information questions on their applications and are in contact with
42 other jurisdictions. Kerr asked if licensing staff could handle it. Savage responded that there is a lot of liability
43 and indicated that only investigative staff would likely be provided access to those sorts of programs. Kerr
44 thanked A. Jones for the thorough response.

VII. Correspondence – SENT

The board reviewed correspondence sent since the August 2018 meeting.

A. Response: Engineering by Alyeska Pipeline – Giessel. The board had no additional comments.

B. Response: ADEC Requirements for Record Drawings – Clark & ADEC

TASK: A. Jones will reach out to ADEC for a status update.

C. Response: PE Education and Work Experience - A. Jones explained there was no official letter, but staff communicated with Mr. Evans, following the board’s review of his education and experience and determined he met the requirements and was approved for to take the PE exam.

D. Response: Industrial Exemption Discussion – The Chair said the board provided a response to Mr. Moe, Cc:ing ML&P, which generated a letter from the Municipality of Anchorage to Robert Auth at the Attorney General’s Office. The Chair stated that Mr. Auth provided a response that supported the board’s original response.

E. Response: Standard Drawing Discussion with AKDOT&PF – The Chair said there has been no official response to the board’s letter, but that AK DOT&PF appear to be making efforts to update drawings. Johnston agreed that efforts are being made and added that it just takes time.

F. Response: NCEES Exam Discussion – Flynn. The Chair reminded the board this letter was in response to the request to adjust regulations related to the minimum passing score for the PE exam. The board granted Mr. Flynn one more opportunity to pass the exam with his current application, and determined the current regulations regarding the PE exam should remain as-is.

G. Response: AHERA Stamping Requirements – The Chair noted that the board had requested language be added to the Guidance Manual regarding this topic.

VIII. Correspondence – RECEIVED

A. Follow up: Industrial Exemption Discussion – The Chair explained that the first item was submitted to the board at the August 2018 meeting and the board decided to postpone responding until an official response, reviewed by the AG’s office had been provided.

The Chair said the letter discussed under Agenda Item VII. D. should sufficiently address the questions in Mr. Moe’s email dated July 16, 2018. The Chair noted there was an additional question submitted to the Board on September 20, 2018 regarding attaching a pole line or joint-trench and asked for comments from the board.

Investigator Savage left the meeting at 10:02 a.m.

Hale expressed his concern with work being done on the company’s property and then that work is being sent out for people to use. The Chair explained that once it gets off of the main line or feeder line, the line to the pole needs to be stamped by a licensed engineer. Johnston indicated that may not always be the case and provided an example involving a transformer. Johnston recommended looking at where the National Electrical Code ends and where the National Electrical Safety Code starts as a way to determine if it is the utility or not. Several board members agreed with Johnston’s approach.

TASK: Johnston will draft a response to VIII. A.

1 The board took a short break.

2
3
4 *AELS_11.01.2018_B: 00:02:09*

5 **IX. Comment Review of Proposed Changes to 12 AAC 36.060, .061, .103, .105 and .110**

6 The Chair stated that the public comment period closed on Wednesday, October 24th. The board received
7 only one comment and noted that there may have been some confusion between the NCARB Record and
8 NCEES Record. The Chair speculated that if the board decided to require an NCEES Record in the future,
9 there would likely be similar parameters related to the date after which it would be required.

10
11 The Chair mentioned there was an issue a couple weeks ago regarding whether someone needed to apply for
12 a PE license and and SE license and the Chair stated that there is nothing in the regulations that requires
13 them to apply for both as a comity applicant. A. Jones asked for confirmation that an SE applicant is required
14 to have a PE license, but that the PE does not need to be an Alaska license. The Chair and several board
15 members confirmed. The Chair further clarified that if they only want the SE license in Alaska, then they can
16 only do significant structures, and are not able to do the other civil stuff.

17
18 **On a Motion duly made by Koonce, seconded by Urfer and approved unanimously it was**
19 **RESOLVED to approve the regulation project as public noticed (12 AAC 36.060, .061, .103, .105, and**
20 **.110).**

21
22 The board thanked Fritz and Koonce for all their hard work on this regulation project.

23
24 *AELS_11.01.2018_B: 00:06:41*

25 **X. Statute and Regulation Working Session Part 1**

26 **A. 12 AAC 36.185** – The Chair explained draft language had been provided previously and members had
27 expressed some concern regarding the language, so he recommended the board walk through the language
28 word for word. A. Jones mentioned Mott had provided grammatical corrections, but no additional content-
29 related comments had been received since the August meeting.

30
31 The Chair explained the changes will clarify multiple registrants may be designated for each discipline on a
32 corporate authorization; who is authorized to seal documents for a corporation, LLC or LLP; and move
33 language from 12 AAC 36.185(c) regarding registrants in each office to a new section.

34
35 Kerr expressed concern with the statement “this does not relieve the individual or individuals in responsible
36 charge from responsibility for the work delegated to the other employee. ...” because it transfers issues to
37 someone who is on the certificate of authorization (COA), but may not have been involved with the
38 delegation of the work to the employee. Hale commented that in his office there are two people on the COA,
39 but all licensed staff stamp work for which they are responsible. Johnston indicated the process in her office
40 is similar. The Chair asked if there was a letter providing authority to stamp on behalf of the company. Hale
41 responded that by law he is allowed to stamp work that he is responsible for and did not see the need for an
42 additional letter.

43
44 Kerr recommended a letter stipulating chain of command be required in order to protect other persons
45 designated in responsible charge on the firm’s COA. The Board discussed whether a letter should be required

1 or if that may be too burdensome. Johnston and Mott recommended that the decision to have a chain of
2 command letter be left up to the individual company. The board decided to leave the draft language as-is.
3

4 The board reviewed the proposed new section 36.140, which pulled language regarding registrants in each
5 office out of 12 AAC 36.185 Use of Seals. Mott said he agreed there should be someone in responsible
6 charge in each office, but said he was struggling with why you would require a registrant, but not one for each
7 discipline being practiced in that office. The Chair said there are administrative and legal ramifications of
8 being registered that every registrant is supposed to know and can make sure other staff are obeying and
9 complying with.

10
11 Several board members clarified that the registrant is not expected to oversee the technical aspects of those
12 working in a different discipline or profession, but general compliance with AELS statutes and regulations.
13 The Chair added that the unlicensed staff members should be getting the mentorship over technical aspects
14 from an appropriate registrant, who may not be located in the same office.

15
16 Johnston and the Chair noted that registrants have completed the jurisprudence questionnaire and have been
17 working in the field for at least 4 years and are familiar with how the system works and what you are
18 supposed to do and not do.

19
20 The Chair asked about including the board's interpretation of the term "office". Several members
21 recommended putting the language in the Guidance Manual as well as the Regulation FAQs form.
22

23 Kerr commented that the proposed regulation updates provide a reasonable degree of protection for the
24 public. The Chair stated that the requirement to have a registrant in every office is not new, but the proposed
25 changes are to address requests for clarification on these requirements.
26

27 The board discussed the possibility of adding the word "in" to indicate physically present in the office at least
28 20 hours a week.
29

30 **On a Motion duly made by Koonce, seconded by Hale and approved unanimously, it was**
31 **RESOLVED to public notice proposed changes to 12 AAC 36.135, .140 and .185 as modified.**
32

33 TASK: The Chair will provide A. Jones with the updated version of the proposed changes and completed
34 Regulation FAQ worksheet.
35
36

37 *AEELS_11.01.2018_B: 00:32:10*

38 **B. Revisions to LA language** – Urfer explained that the updated version contained comments from an
39 individual who recently participated in the mentoring program. Urfer said the individual stated that four face-
40 to-face meetings were very difficult to coordinate, and asked the board to consider revising the requirement
41 to allow two of the four required meetings to be conducted remotely.
42

43 The Chair and A. Jones responded that the board had previously determined at the May 2018 meeting that
44 "quarterly face-to-face" meetings includes virtual meetings, as long as an appropriate virtual meeting tool was

1 utilized. The Chair continued that the tool must allow for both the work product and individuals to see one
2 another.

3
4 Urfer asked if the regulations needed to be updated to provide that clarification. Koonce and Kerr suggested
5 the Guidance Manual, and/or the Board Policies document as being a more suitable location. A. Jones
6 volunteered to update the mentoring form to include the clarification. The board agreed adding the
7 information to the form would be most appropriate.

8
9 The board discussed comments regarding reviewers being licensed and noted it would be in conflict with
10 current statutory exemptions. Urfer said she believed that was not the person's intent to have requirements
11 for review of landscape architecture drawings that are not required for engineering, architecture, or land
12 surveying drawings.

13
14 The Chair requested a clean copy for the board to vote on tomorrow. The board discussed whether or not to
15 move forward with the landscape architect regulations updates or to wait until the statute changes have been
16 approved.

17
18 Maiquis recommended the board wait for the statute update before pursuing the regulation changes. The
19 board agreed. The Chair suggested the Legislative Liaison Committee reach out to the Commerce Committee
20 Chairs regarding the statute change.

21
22 TASK: A. Jones will update the mentoring form, FAQs, and board policy documents to clarify face-to-face
23 meetings may be conducted virtually.

24
25 TASK: A. Jones will provide the board with a clean copy of the landscape architecture statutes to vote on
26 tomorrow.

27
28 *AELS_11.01.2018_B: 00:44:10*

29 ***C. AS 08.48.055 Delegate authority to staff-*** A. Jones reported that she had reached out to other
30 jurisdictions and gathered information on how staff are able to approve applications. A. Jones explained staff
31 that it is fairly common for staff in other jurisdictions to handle application approvals, but that policies and
32 procedures varied widely. A. Jones provided several examples of processes in other jurisdictions including
33 staff members (licensing examiners) that are professional engineers and can therefore approve work
34 experience and a process in which a staff member has the authority to approve a reciprocal license (similar to
35 comity) if an applicant meets certain criteria (e.g. NCARB Certificate).

36
37 A. Jones noted some jurisdictions submit applications to board members as they are completed, rather than
38 holding them until a quarterly meeting. A. Jones reminded the board that they had previously considered this
39 and determined that the multi-disciplinary makeup of the board would provide an additional burden on
40 certain members of the board based upon their discipline and/or profession.

41
42 Koonce requested clarification as to whether we were looking at one profession or all professions. A. Jones
43 responded that she had tried to obtain information related to all of the professions to determine any and all
44 possible options. The Chair noted that NCEES does not require responsible charge, and we require that to be
45 verified. The Chair added that it appears it may only work for the architects by comity that hold an NCARB

1 Certificate. Urfer added that the twenty-four months of responsible charge is a requirement for the landscape
2 architects as well, so it would not be possible for staff to approve landscape architect applications either.
3 Koonce commented that he had a discussion with board members from Oregon at an NCARB meeting who
4 indicated that staff handle applications unless there is an issue. The Chair said he did not have a problem with
5 delegating approval for staff to approve architect registrations if the architect has an NCARB certificate, but
6 believed that was the only type of application it would work for. Koonce agreed and said the number of
7 architect applicants did not warrant pursuing a statute change and change in process at this time. Maiquis
8 confirmed that a statute change would be required.

9
10 The board weighed the benefits against the time and effort and determined to leave the process as-is and not
11 pursue a statute change to delegate authority to approve applications that met certain criteria.

12
13 The Chair and Koonce thanked A. Jones for looking into the matter.

14
15 *AELS_11.01.2018_B: 00:51:44*

16 ***D. 12 AAC 36.050 (b)(1) Clarify documentation requirements*** - A. Jones requested the board confirm
17 current processes and requirements for exam applicants that are approved to take the PE exam. A. Jones
18 explained that currently staff approve exam registrations in NCEES E3 system if the applicant has been
19 conditionally approved by the board. A. Jones reminded the board that applicants may be conditionally
20 approved even though there are outstanding items. A. Jones provided examples of typical missing documents
21 including the jurisprudence questionnaire and Arctic Course completions. A. Jones explained 12 AAC
22 36.050(b)(1) specifies “ALL missing supporting documents are due at least five days before the deadline for
23 examination registration set by NCEES.” Koonce commented that all missing documents were required prior
24 to registration, not necessarily before an exam. A. Jones confirmed that was the current process.

25
26 Koonce asked about exam format changes. The Chair responded that engineering and surveying exams are
27 being transitioned to computer-based-testing, but approval is still required in E3 for the majority of exams.
28 The Chair added that some will continue to be offered only twice a year and NCEES will continue to set
29 registration deadlines. Koonce recommended specifying what constituted supporting documents or add
30 language to indicate it excludes the jurisprudence questionnaire and arctic course.

31
32 The board discussed conditional approval and determined the current process is appropriate.

33
34 TASK: The Chair will draft language for 12 AAC 36.050 that is more in alignment with current practice.

35
36 *AELS_11.01.2018_B: 00:58:59*

37 ***E. Terminology Updates*** - The Chair asked the board to submit any terms that require further clarification
38 and/or definitions to A. Jones. The Chair encouraged board members to include any proposed definitions as
39 well.

40
41 TASK: All board members will submit terms to A. Jones, who will then compile and submit to the Chair.

42
43 TASK: The Chair will draft definitions for the submitted terms for the board to review at the January
44 meeting.

1 *AELS_11.01.2018_B: 01:00:50*

2 Regulation Specialist Marilyn Zimmerman joined the meeting. Maiquis left the meeting.

3
4 **XII. Retired License discussion** – The Chair invited Zimmerman to speak. Zimmerman referred the board
5 to the memo sent to the board in October 2016 from former paralegal Charles Ward, which presented some
6 possible issues the board would have if they allowed a registrant to retire their license in response to a
7 continuing education audit.

8
9 Zimmerman explained in the past she has explained to the licensees that they may retire their license, but that
10 it does not preclude them from resolving the continuing education audit. Zimmerman asked the board to
11 consider the memo and decide how they wished to move forward with these types of situations.

12
13 The Chair recalled the board's discussion of this topic at the August meeting and stated that the board
14 decided to allow the person to retire the license as long as they signed the letter or other documents indicating
15 that they understand if they ever wished to reactivate their license, they would need to supply documentation
16 for the period for which they were audited as well as the one immediately preceding the reactivation.
17 Zimmerman agreed. A. Jones asked if this process needs to be reviewed by the Chief Investigator.
18 Zimmerman said she could get the Chief Investigator's opinion on it and move forward from there.

19
20 The Chair requested Zimmerman use whatever format she deemed appropriate to get it done as efficiently as
21 possible within the Division's standards. The board thanked Zimmerman for her assistance with this matter.

22
23 **XIII Executive Session**

24
25 **On a motion duly made by Johnston, seconded by Koonce and passed unanimously it was**
26 **RESOLVED to go into Executive Session in accordance with AS 44.62.310(c)(3) to review**
27 **disciplinary case number 2018-000507 with Alysia Jones and Marilyn Zimmerman.**

28
29 The board went into Executive Session.

30
31 *AELS_11.01.2018_B: 01:08:55*

32 At 12:02 p.m. the board was back on the record and recessed for lunch.

33
34 *AELS_11.01.2018_C: 00:03:56*

35 The Board reconvened at 1:28 p.m. Roll call, all present except Fritz, excused by the Chair.

36
37 **On a motion duly made by Koonce, seconded by Kerr and passed unanimously it was**
38 **RESOLVED to approve the consent agreement for case number 2018-000507.**

39
40 TASK: A. Jones will contact CE providers to verify information indicated on certificates of completion.

1 *AELS_11.01.2018_C: 00:08:22*

2 **XVI: Special Project: Website Review**

3 The board walked through the AELS web pages and provided suggested updates to A. Jones. Several
4 members indicated that it was reasonably easy to navigate and contained useful information. Kerr pointed out
5 that the side bar occupies 1/3 of the page and a significant amount of the links are unrelated to AELS. Kerr
6 added that it is a lot of real estate that could be used for AELS items. Several board members also
7 commented on the amount of background space.

8
9 TASK: A. Jones will compile the list of updates and submit to the appropriate Division staff to update.

10
11 *AELS_11.01.2018_C: 00:31:05*

12 The board jumped to XXV. Old Business and reviewed the outstanding items on the August To Do List,
13 which included revisions to the guidance manual and follow up with other agencies.

14
15 *AELS_11.01.2018_C: 00:35:09*

16 **XIV. Public Comment**

17 The Chair asked if anyone was on the line for public comment. Hearing none, the Chair recommended
18 proceeding to the next item on the agenda and returning to public comment if anyone joined the meeting to
19 testify.

20
21 *AELS_11.01.2018_C: 00:35:29*

22 **XV. Application Review**

23 The board began reviewing fifty-seven applications for registration, which included thirty-five by comity,
24 nineteen by exam, and two SE by grandfathering (12 AAC 36.108).

25
26 *AELS_11.01.2018_C: 00:38:51*

27 The board returned to *XIV. Public Comment.*

28
29 Mr. Bader Diab called in to ensure he had satisfied the board's requirements for his Fundamentals of
30 Engineering Examination Waiver. The Chair explained that the board would be reviewing applications for the
31 remainder of the afternoon and that staff would follow up with him if anything was outstanding. Mr. Diab
32 explained that much of the past 20 years of experience has been in the U.S., but the period the board
33 requested additional documentation from was overseas and he believed he had obtained all the verification he
34 was able to for that timeframe. The Chair thanked Mr. Diab for calling in and explained the board was in the
35 process of reviewing applications. Mr. Diab remained on the line as the board returned to reviewing
36 applications.

37
38 *AELS_11.01.2018_C: 02:20:04*

39 The board reviewed Mr. Diab's application and discussed possible documentation he could provide to verify
40 the missing timeframe. Mr. Diab replied that he would try to compile and submit the requested
41 documentation to the board through AELS staff.

42
43 *AELS_11.01.2018_C: 03:09:34*

44 **XVI. Recess for the day**

45 The board recessed for the day at 4:34 p.m.

1 Friday, November 2, 2018

2 *AELS_11.02.2018_A_00:06:54*

3 **XX. Reconvene and Roll Call**

4 The Board reconvened at 8:20 on Friday, November 02, 2018. Roll call, all present except Fritz, excused by
5 the Chair.

6
7 **XXI. Application Review continued.**

8 The Chair presented the board with an application that had previously been determined to be incomplete.
9 The Chair said he had reviewed the NCEES education standards and walked the board through the
10 requirements and applicant's credits based upon his transcript. The Chair said the applicant provided
11 information of another individual that had completed a similar program at the same university and was
12 approved for registration by this board. The Chair said based upon his review of the NCEES education
13 standard, he was not sure the education for the other individual should have been approved.

14
15 R. Jones asked if the individual was a comity applicant. The Chair responded it was an exam applicant. Kerr
16 asked if there was a reason they wouldn't have to meet the education standard. The Chair responded that the
17 board gave someone else approval for the same degree five years ago. Kerr commented that it was not
18 appropriate to lessen the requirements because there had been a mistake previously. Several board members
19 indicated they agreed. Hale said that the board should follow the requirements. Johnston agreed, saying that
20 would be the most defensible position for the board to take.

21
22 The Chair asked the board if they would accept the degree as a non-ABET accredited degree, or not accept it
23 and he needs additional education. The board discussed the areas of deficiency being outside the engineering
24 course requirements and the university's accreditation. Kerr recalled the board previously discussing whether
25 the university was legitimate or not. Kerr said he had contacted the Director of Private Postsecondary
26 Schools with the New Mexico Higher Education Department who confirmed the school was not legitimate.

27
28 Anderson noted the applicant also had an Associate's degree from another university. The board discussed
29 the possibility of having the applicant get an education evaluation from NCEES. Johnston read the
30 description of the NCEES Credentials Evaluation from the NCEES website:

31
32 "An NCEES Credentials Evaluation compares a licensure candidate's college-level education to the
33 NCEES Engineering Education Standard to evaluate if it is comparable to a typical US-based
34 engineering degree. If your college-level coursework meets the standard, your evaluation report will
35 indicate this. If it does not, your report will indicate any areas of deficiency."

36
37 The Chair read a notice that stated the American Century University, formally Century University had closed
38 its doors on May 1, 2018.

39
40 At Kerr's request, A. Jones pulled up the email correspondence from Michelle Casias of the New Mexico
41 Higher Education Department to Mr. Kerr regarding the university's accreditation. Kerr read the response
42 aloud to the board:

1 “Based on our records, American Century University has never successfully obtained accreditation
2 from a United States Department of Education recognized accrediting body. American Century
3 University is not authorized to operate in the state of New Mexico.”
4

5 Koonce recommended including the correspondence with Ms. Casias in the letter to the applicant and agreed
6 with the suggestion to have NCEES evaluate the education. Mott asked about NCEES process and several
7 other members explained that the evaluation process is quite indepth and looks beyond the transcript. Mott
8 expressed his concern about it being a futile effort and the board ending up having the same discussion at a
9 future board meeting. The Chair said if NCEES accepts the education as equivalent then he would feel
10 comfortable approving the education.
11

12 Kerr asked the Chair if he would accept it, even though the university was never accredited. The Chair replied
13 that the current AELS Statutes and Regulations do not stipulate the university must be accredited.
14

15 TASK: The Chair will write a letter to the applicant requesting an NCEES Credentials Evaluation be
16 completed.
17

18 The board discussed remaining applications. A. Jones reported that the board was waiting on responses from
19 two verifiers and would notify the board if she received those responses during today’s meeting.
20

21 TASK: A. Jones will follow up with Mr. Diab regarding the board’s request for additional documentation.
22

23 *AELS_11.02.2018_A_00:24:02*

24 **XXII. Statute and Regulation Working Session Part II**

25 The Chair asked if there were any statute or regulation changes that the board was working on that were not
26 addressed during yesterday’s working session.
27

28 The board reviewed the clean version of the AS 08.48.331(b)(1) and AS 08.48.341(15). The Chair and Urfer
29 said they would work on finding a sponsor and coordinate with APDC and ASLA on getting the statute
30 change through and then follow up afterwards to update related regulations.
31

32 **On a motion duly made by Koonce, seconded by Hale, and approved unanimously it was**
33 **RESOLVED to modify AS 08.48 regarding landscape architecture in accordance with the document**
34 **in our (Nov 2018 board) packet and be put forth to find a legislative sponsor.**
35

36 *AELS_11.02.2018_A_00:41:46*

37 **XXIV. Special Presentation: Structural Engineer Exam by C. Maynard**

38 The Chair explained that the following presentation was done by Ed Houston who was the Chair of the
39 NCEES Structural Exam Committee for a number of years. The Chair explained the history of the exam,
40 which started in Illinois in 1915. The Chair commented that Illinois exam pre-dated NCEES and NSPE. The
41 Chair explained the evolution of licensing requirements for schools and hospitals, and discussed state specific
42 exams. The Chair said Washington adopted a eight hour, state specific, structural exam in 1936, which was
43 revised to a sixteen hour exam in 1963. The Chair noted that Washington and Oregon worked together to
44 develop the sixteen hour Western States exam in 1986 that Idaho and Nevada later adopted. The Chair said
45 Illinois wrote a sixteen hour exam and recommended NCEES write a national structural exam, and in 1985

1 NCEES offered the first SE I exam. The Chair said NCEES first offered the SE II exam in 1987 with the
2 intent that NCEES' two day exam would meet the sixteen hour exams required by the individual states.
3

4 The Chair explained that seismic content was added to the exam in 1993. In the late 90s through mid-2000s
5 several western states transitioned to NCEES national exam.
6

7 The Chair explained that in Alaska, an individual can be registered as a civil if they complete the SE I exam.
8 The board discussed discipline specific states vs. non-discipline specific states. The Chair explained that in
9 several states the SE license is a post-PE license.
10

11 The Chair mentioned changes in the IBC codes and that Alaska was one of the early adopters.
12

13 The Chair commented that there have been several task forces established to evaluate the exams and walked
14 through the format of the exams. Module 1 is gravity forces and Module 2 is lateral forces, high winds and
15 high seismic. The Chair explained that the SE II exam was geared for states that have high winds and/or high
16 seismic.
17

18 The Chair explained why there is an eight hour civil-structural exam and a sixteen hour structural exam. The
19 Chair said the Civil-Structural exam is a basic structural exam that would apply to every state. The Chair said
20 the sixteen hour exam includes the high seismic and high wind categories. The Chair noted that Alaska is the
21 only state that has both high wind and high seismic.
22

23 The Chair said the SE I and SE II exams are included in the transition to computer-based-testing and is
24 scheduled to transition in 2024.
25

26 The board thanked the Chair for the presentation.
27

28 *AELS_11.02.2018_A. 00:57:54*

29 **XXV. Old Business**

30 **A. Review August To Do List** – Johnston stated that the pole attachments question still needed to be
31 addressed and said she had researched the Pole Attachment Act, which is in the United States Code. Johnston
32 read excerpts of the act that indicated a state shall not regulate the rates, terms, or conditions pole
33 attachments. Johnston expressed her concern with the board proceeding based upon yesterday's discussion,
34 stating that it may be in conflict with the Pole Attachment Act. Johnston added that it is also fairly standard
35 practice for utilities to do the work described in Mr. Moe's email correspondence (*Agenda Item VIII.A*).
36

37 The board discussed the term "conditions" and what the term may include licensure requirements or not. The
38 Chair commented that a legal opinion may be required. The board determined an AG's opinion would be
39 appropriate.
40

41 TASK: Johnston will provide information to A. Jones to forward on to the AG's Office.
42
43
44
45

1 *AELS_11.02.2018_A_01:01:41*

2 **B. Guidance Manual** – A. Jones explained a new version was available in OnBoard that included comments
3 from Anderson and Kerr. The board reviewed the updated version. The Chair asked the board to allow A.
4 Jones to move forward and publish this version. The Chair commented that that the board may decide to
5 update the manual every couple of months and/or as necessary. Johnston recommended keeping a list of
6 errata at the beginning of the document so people can easily identify what has changed. Several members
7 agreed. Koonce asked Urfer about the definition of landscape architecture. Several members explained that
8 the manual reflects the current regulations and that language would be updated if and when it goes into effect.

9
10 TASK: All board members were asked to provide comments to A. Jones by Friday, November 15th.

11
12 TASK: The Chair requested A. Jones provide a clean copy to the board.

13
14 Koonce asked A. Jones for a timeline for posting this updated version. A. Jones anticipated publishing by
15 early December. The board discussed publishing hard copies and decided to post-pone until it had gone
16 through a few iterations.

17
18 *AELS_11.02.2018_A_01:10:38*

19 **XXVI. New Business**

20 **A. Arctic Course Review** – The Chair asked if anyone wanted to take on review of the courses. Johnston
21 said this topic recently came up at a UAF Civil Engineering Advisory Committee meeting because they are
22 having difficulty finding professors to teach it. Johnston said there are three courses at UAA, one at UAF and
23 a couple at UW, and the courses are not all equivalent. Johnston stated that the committee is looking to the
24 AELS board for guidance on what criteria is important, since it is a requirement for registration. Johnston
25 said based upon her own experience taking the course, very little of the content was relevant to the discipline
26 of electrical engineering and believed that may be the case for some of the other disciplines.

27
28 The Chair responded that he had similar thoughts since the board added additional disciplines.

29
30 Johnston suggested the course content be updated to include multi-cultural aspects, logistical considerations,
31 and other “soft skills”. The Chair responded that the Northern Design course offered by UAA contains those
32 topics and is taught by design professionals who have at least twenty-five years of experience.

33
34 The board discussed the goal of arctic course and determining if the current offerings are meeting the intent
35 as well as if the course is relevant for all disciplines. Johnston suggested the board determine some core
36 guidelines and that the courses do not need to be equivalent, but need to include those key elements.
37 Johnston expressed some concerns about the UW offerings based upon individuals that have taken those
38 courses. Mott said it has been over twenty years since he took the course and suggested the courses be
39 audited by members of the board in order to have first-hand knowledge of the content and make informed
40 recommendations. Mott agreed with Johnston’s point about incorporating “soft skills” and said those are
41 critical pieces that often times are risk issues and get people in trouble. Johnston said there should be a
42 minimum content that is required for all disciplines.

43
44 The Chair explained that the architects started the Northern Design class with engineers that they work with
45 because they were tired of learning about things that were not relevant to architecture. The Chair said he had

1 thought about approaching the society for petroleum engineers and the chemical engineers and ask them to
2 create a class that they believe cover the subjects that are of important to their disciplines and working in the
3 cold. Mott commented that there was a lot of overlap between chemical and the arctic engineering course he
4 took.

5
6 Johnston asked about the possibility of offering a test similar to the Jurisprudence Questionnaire rather than
7 requiring a course. The board discussed the option and determined it would be extremely problematic given
8 the range of disciplines and professions. The Chair commented that he believed there was material in the
9 course that was relevant regardless of the applicant's discipline, but agreed that a more in depth look at the
10 courses and key components was necessary.

11
12 TASK: The Chair will draft a response to Mr. Hanson.

13
14 TASK: Anderson & Mott volunteered to review the arctic course materials. A. Jones will provide Anderson
15 and Mott with the course documentation submitted to the board in 2017 for the routine review.

16
17 The Chair noted that he had a conflict of interest since he teaches a portion of the Northern Design class at
18 UAA.

19
20 *AEELS_11.02.2018_A. 01:30:43*

21 Kerr asked to circle back to regulation projects and suggested the board add language specifying a degree
22 needs to be from an accredited university. The Chair said the only concern he foresaw was that would not
23 address foreign degrees and recommended Kerr start a regulation project and bring research and thoughts
24 before the board at the January meeting.

25
26 Koonce asked if there was any follow up with Investigator Savage related to yesterday's discussion of the
27 home inspection exemption. The Chair stated that he wanted to conduct some additional research before
28 drafting the letter.

29
30 TASK: The Chair will research home inspection legislative history and draft a letter for the board to review.

31
32 **On a motion duly made by Kerr, seconded by Urfer, and passed unanimously, it was**
33 **RESOLVED to start a regulation project to add language clarifying requirements for acceptance of**
34 **degrees that are non-foreign and non-ABET accredited.**

35
36 Kerr agreed to chair the committee. The Chair offered to assist Kerr with the project.

37
38 *AEELS_11.02.2018_A. 01:37:17*

39 **XXVII. Committee Updates**

40 ***Investigative Committee*** – The Chair asked if members were assisting Investigator Savage. Several
41 members indicated they had been working with Savage on investigative issues.

42
43 ***Licensure mobility*** – Koonce said he did not have anything new to report, but agreed with Kerr's
44 recommendation of adding language to specify a post-secondary program needed to be accredited.

1 The Chair suggested striking the compilation of criteria for applications to be approved by staff, given the
2 board's decision to forego pursuit of a statute change to AS 08.48.055.

3
4 **Outreach** – The Chair stated that he had presented at the AIA meeting and was surprised by the number of
5 registrants that were not aware that the corporate authorization needed to be on their drawings and the need
6 to report illegal activity. The Chair recommended a representative of the board present at next year's meeting.

7
8 TASK: The Chair will provide the final version of the PowerPoint presentation to A. Jones to post on
9 OnBoard.

10
11 The Chair said he did a presentation at ASPE and is scheduled to present at the UAA mechanical engineers
12 wrap up course. The Chair said he would be discussing licensure requirements and professional involvement.
13 The board discussed getting on a future agenda for AGC. The Chair indicated he would follow up with ICC.

14
15 Kerr said he recently received a call from AK DOT&PF regarding stamping of parcel exhibits. Kerr
16 recommended scheduling outreach with Juneau AK DOT&PF staff in conjunction with the January meeting.

17
18 TASK: A. Jones will contact AK DOT&PF and extend an invitation for January.

19
20 Hale stated that it puts consultants in a very tricky situation and provided an example of recent situation
21 involving parcel exhibits, the municipality, and AK DOT&PF. Hale explained consultants generate final
22 deliverables which need to be stamped by law, but AK DOT&PF is not allowing them to be stamped and will
23 not accept them if they are stamped.

24
25 Hale requested that the board help address the issue. Johnston recommended having policy letters or
26 something similar and make this type of information more accessible, rather than having the information
27 buried in meeting minutes. The board discussed posting response letters, to increase visibility and promote
28 consistency. A. Jones suggested the format be changed to a position paper rather than a copy of a personal
29 response letter and/or redacting the contact information. Kerr recommended adjusting the response process
30 to having a personalized cover letter that refers to an included position paper which can then be posted on
31 the website. Several members agreed a neutral format would be preferable.

32
33 TASK: The Chair will draft a letter to AK DOT&PF regarding parcel exhibits.

34
35 Johnston mentioned ASPE Fairbanks chapter invited the board to speak at one of their meetings, if travel is
36 approved for Fairbanks for the May 2019.

37
38 A. Jones explained there was a potential issue related to firms not meeting licensing requirements for all three
39 sections (Corporations, Business and Professional Licensing). A. Jones requested the board's approval to send
40 out a courtesy letter notifying firms of the potential compliance issues.

41
42 Kerr asked for more information about the issue. A. Jones explained that several companies (corporations,
43 LLCs and LLPs) have the corporate entity, but they are lacking the Certificate of Authorization or business
44 license.

1 The Chair stated that staff should be able to respond immediately. A. Jones indicated that staff do respond in
2 a timely manner when issues arise, however the courtesy notice to several hundred firms will require some
3 coordination with the Corporations and Business Licensing sections.

4
5 **Guidance Manual** – Urfer noted the progress being made with the Guidance Manual. Koonce said he
6 provided some additional information regarding certificate of authorization information on final drawings.
7 Urfer offered some grammatical suggestions.

8
9 TASK: Kerr will work with Hale on rearranging some of the content related to land surveying and would
10 provide A. Jones with an updated draft.

11
12 TASK: The Chair will check code office information

13
14 TASK: A. Jones will provide a clean copy for final review.

15
16 **Legislative Liaison** – The Chair stated that the committee will work on finding a sponsor for the statute
17 change for landscape architecture updates and encouraged board members to let their legislators know it was
18 coming.

19
20 **Emeritus Status** – The Chair said Brian Hanson is currently serving on an NCEES committee. A. Jones
21 confirmed that emeritus status does not need to be renewed.

22
23 *AEELS_11.02.2018_A. 02:00:25*

24 **Budget** – Koonce said he appreciated the clarity of yesterday’s financial report. The Chair stated that he was
25 surprised by the decreased and expressed his interest in seeing how many registrants lapsed. A. Jones
26 suggested the board review the renewal information in the Licensing Examiner’s report.

27
28 **Continuing Education** – A. Jones reported that she is slowly working on continuing education audits and
29 indicated her intent to complete all audits by the end of November. A. Jones thanked the board for their
30 assistance and said she will continue to bring ones to the board as needed.

31
32 *AEELS_11.02.2018_A. 02:03:02*

33 **XVIII. National Organization Updates & Travel**

34 **A. Upcoming Meetings** – The board confirmed dates for next meeting is January 30-31 in Juneau. The
35 Chair stated that he will not be able to attend and asked Vice Chair Koonce to run the meeting.

36
37 **NCEES Board Presidents Meeting** - The Chair stated that he and A. Jones plan to attend the NCEES
38 Board Presidents Meeting and MBE meeting in Atlanta in February 2019.

39
40 **NCARB Regional** – Koonce stated that he would be unable to attend. Kerr volunteered to attend in
41 Koonce’s absence. Fritz will attend as the other board member, R. Jones plans to attend as the public
42 member, and A. Jones will attend as the MBA.

1 *AEELS May Meeting* – Several board members expressed their interest in having the meeting in
2 Fairbanks. R. Jones later requested the board consider adjusting the dates to the end of April. The board
3 decided to finalize the May meeting dates at the January meeting.
4

5 *NCEES Western Zone* – The Chair explained that the zone meeting was a time to learn about the
6 resolutions being put forth for at the annual meeting and is important in preparing for the voting that
7 occurs at the annual meeting. The Chair, Johnston, Kerr, Mott, and Hale expressed their interest in
8 attending. The Chair reported that there is now separate funding for MBAs to attend. A. Jones will attend
9 as the MBA. The Chair recommended the funded delegates be determined at the January meeting.
10

11 *NCARB Annual* – Koonce, Fritz, R. Jones, and A. Jones plan to attend.

12
13 *AEELS_11.02.2018_A_02:08:23*

14
15 **B. CLARB** – The Chair said the annual meeting was heavily focused on attacks to licensure. The Chair
16 commented that there were also several discussions regarding pacts between states, and he had suggested
17 they look at their out-of-state licensees, identify any concentrations, and pursue pacts with those states.
18

19 *AEELS_11.02.2018_A_02:10:35*

20 **C. NCARB** – A. Jones reported that the MBEC committee meeting helped develop a continuing education
21 audit review form, worked on developing sessions for the MBE workshop held in conjunction with the
22 Regional Summit, and mentioned the development of a new online license verification tool that has been
23 extremely useful for staff. A. Jones said NCARB staff recently did a one-on-one training with staff on
24 transmittals.
25

26 The Chair added that a lot of attendees at the CLARB meeting were interested in the fact the AEELS
27 board is a multi-disciplinary board, and how the different professions work together on issues.
28

29 Koonce mentioned NCARB has developed a disciplinary database and that NCARB is working to
30 populate it. Koonce reported that the A.R.E. 4.0 is no longer available and that there has been positive
31 feedback regarding A.R.E. 5.0. Koonce said WCARB officers are participating at a higher level and
32 getting involved at the national level.
33

34 The Chair added that there was a vote at the CLARB meeting to get rid of the regional representation on
35 the Board of Directors for a more experienced-based structure and it lost by one vote. Urfer said it is
36 very East Coast and Metropolis-oriented, and was grateful that the current structure remained.
37

38 Kerr asked if there are any issues that the board needs to consider for voting. Koonce indicated that
39 those would be discussed at the regional meeting in March and voting would occur at the annual meeting
40 in June.
41

42 A. Jones said that Fritz is currently serving on the regional strategic planning committee and they are
43 trying to finalize the strategic plan.
44

45 *AEELS_11.02.2018_A_02:17:30*

1 **D. NCEES** - The Chair reported on the NCEES Annual Meeting that was held in Scottsdale in August. The
2 Chair noted there was only one contentious issue involving the Board of Directors wanting to give
3 \$500,000 a year to Engineers without Borders and the incoming president responded to a question
4 regarding whether the BOD had the authority to do that which led to a motion limiting the BOD's ability
5 to give away money without membership approval. The Chair announced David Cox was the new
6 Executive Officer and the outgoing CEO, Jerry Carter would be assisting with the transition through the
7 end of the year.

8
9 The Chair noted an issue with the ICOR (Inter-organizational Council on Regulation) attachment and
10 summarized that the statement explained the Council for Interior Design Qualification officially joined
11 ICOR.

12
13 TASK – A. Jones to upload ICOR statement to OnBoard.

14
15 Kerr added that the discussion regarding modules for the land surveying exam is on-going and will likely
16 relieve some of the burden of a state specific exam.

17
18 Koonce asked if there was an update on the outreach to transnational surveyors and potential applicants.
19 Kerr said outreach is ongoing, but noted that NCEES has disconnected themselves from that because
20 recruiting people is not core to their mission. Kerr said the outreach has been taken over by the National
21 Association of Professional Surveyors (NAPS).

22
23 The Chair added that representatives from the Canadian, Japanese, Korean, and Egyptian engineers
24 were at the NCEES meeting. The Chair said NCEES offers the FE and PE in all of those countries, but
25 that NCEES does not have any Mutual Recognition Agreements like NCARB does.

26
27
28 *AEELS_11.02.2018_A. 02:24:27*

29 **XXIX. Licensing Examiner's Report**

30 The board reviewed the report. Mott asked about the number of applications. A. Jones responded there was a
31 dramatic drop in applications and explained the board typically reviews eighty to one hundred and forty
32 applications at any given meeting. The Chair added that the number of applications will likely increase for the
33 February meeting based upon the NCEES exam registration deadline for the April exam. The Chair explained
34 February and August meetings typically see a higher number of applications and noted that the board may see
35 that level out over the next several years due to the transition of NCEES exams to CBTs.

36
37 Koonce asked about registration renewals. A. Jones said that staff are still receiving renewal applications at a
38 low but steady rate. The Chair commented that it would be interesting to see how many are still lapsed.

39
40 TASK: A. Jones will pull information regarding how many licenses are still lapsed.

41
42 Koonce asked A. Jones about the number of overall licensees. A. Jones reported that there has been a slight
43 increase based upon data she recently submitted to NCEES as part of their requirements for determining
44 membership dues. Koonce asked why there was a decrease then in the revenue. The board discussed the
45 decrease in fees and requested additional information.

1
2 The Board discussed the market for engineering and architecture and the potential for that having an effect
3 on registrations.

4
5 TASK: A. Jones will research and follow up with the board regarding why the revenue is lower than expected.
6

7 Kerr asked if we could notify people by email that their COA. A. Jones said the Department recently released
8 a new online feature called MY LICENSE that will allow people to renew online, update contact information
9 and opt-in to receive electronic notices about renewals and other important news in lieu of paper
10 communications. A. Jones explained that MY LICENSE was rolled out in May and the new online renewal
11 would be available for the next renewal cycle. A. Jones added that applicants will also be allowed to submit
12 and check the status of their applications through MY LICENSE
13

14 Kerr asked if companies get information when their COA has lapsed. Kerr asked about sending additional
15 notices. R. Jones explained that a lot of firms are out of state and typically they won't renew their license until
16 they have a job to bid on in Alaska.
17

18 *AELS_11.02.2018_A_02:32:36*

19 Kerr requested the board discuss the term "managerial content" as it relates to continuing education. The
20 Chair agreed that there are two statements within the continuing education requirements that are not in
21 harmony. He explained one statement says the board allows it and another statement in the regulations says
22 the continuing education must be health, safety, and welfare, and asked the board to consider where those
23 two intersect.
24

25 R. Jones commented that courses related to managing an effective business that offers these types of services
26 would be appropriate because if a company is not managed properly that could affect the public. The Chair
27 asked if the board would be okay with someone taking twenty-four hours of management courses.
28

29 R. Jones said the board could consider limiting the amount of hours of managerial content. Johnston
30 commented that managerial content may be the most relevant type of courses for someone who doesn't do
31 technical work anymore, but manages the company. The Chair asked if they are stamping drawings. Johnston
32 said they may be if the work was within their knowledge base. Kerr respectfully disagreed, stating if they need
33 a stamp then they need the underlying skills and that is what continuing education is for. Kerr said while the
34 managerial content is critical for them to effectively run a business and safely provide those services, they
35 need to maintain the technical skills as well. Johnston noted that there are limitations in other categories (e.g.
36 publications, involvement in an organization) and suggested the board consider something along those lines.
37

38 Kerr asked if the board could agree that managerial content related to those skills required to effectively
39 provide those professional activities defined in Alaska Statutes 08.48 or does the board feel any managerial
40 content is acceptable.
41

42 Hale said the CEO of his company is a PLS, but he is not surveying now and most of his classes would likely
43 be managerial. Hale added that the CEO does not stamp anything now. Hale said the staff stays proficient in
44 the technical skills, while the CEO is in charge of orchestrating the entire organization to make sure it is all
45 professional level work.

1
2 Mott said he is torn because he spends a fair amount of time and resources training staff on cost estimating
3 and other topics that fall under good business practices, that he believes are beneficial for his staff to be
4 trained and become competent in. Mott added that he would not advise his staff to count that type of
5 training as continuing education. Kerr asked where the line is.
6

7 R. Jones asked the board how often financial issues, and cutting corners have caused harm to the public. Mott
8 said the options provided to a client should all be technically appropriate. Koonce asked if other states have
9 already addressed this. A. Jones responded that there was a discussion at NCARB's MBE committee meeting
10 regarding this topic and said other jurisdictions that do not pre-approve courses, also struggle with this issue.
11 A. Jones said some of the jurisdictions put parameters around the content types and/or delivery methods.
12

13 Hale reminded the board to consider the career path of the individual and acknowledge that the type of
14 continuing education courses may change as that person's job changes. Hale argued that a registrant should
15 be modifying courses based upon what they are doing to most effectively protect the public.
16

17 The board reviewed the criteria listed under 12 AAC 36.510(g)(1-5) regulations and the document entitled
18 *Instructions for Meeting Requirements of Continuing Education for Architects, Engineers, Land Surveyors and Landscape*
19 *Architects.*
20

21 Mott said he does not feel he can be any less technical in his profession, but that he just needs those other
22 skills as well now. Mott added that he agrees managerial courses and best practices do affect technical
23 solutions.
24

25 Johnston reminded the board of the registrant that had taken several safety courses that were geared towards
26 protecting himself rather than the public. The Chair said he believed a project management course that helps
27 ensure you are turning out a well-coordinated product would be acceptable, but did not believe a course on
28 how to run an accounting software would qualify. Mott responded that there needed to be a clean break
29 between qualifying and non-qualifying content. Kerr directed the board to the continuing education criteria
30 outlined under 12 AAC 36.510(g)(1-5) and noted that it specifies that the content must be relevant to the
31 practice of architecture, engineering, land surveying, or landscape architecture. Kerr reiterated that he
32 managerial content cannot exist without relevance to the professions. Mott responded that it still leaves a gray
33 area. Kerr said the applicant needs to be able to demonstrate how the managerial content meets the five
34 elements of 12 AAC 36.510(g)(1-5). Kerr said if a registrant can demonstrate that connection he would
35 approve it.
36

37 Kerr recommended requiring additional explanation be provided by those registrants that submit courses
38 where the relevancy is questionable. Johnston agreed with the approach rather than the current process where
39 staff is doing the majority of the leg work. Several members agreed. Mott asked A. Jones how the continuing
40 audit affects staff time. A. Jones responded that she spends a significant amount of time looking up course
41 information on websites, contacting course providers, and reaching out to board members for guidance. A.
42 Jones said she does request additional information directly from registrants, but that the level of
43 responsiveness varies greatly. A. Jones offered to draft a form letter that requests the registrant provide an
44 explanation of how a particular course or courses meet the criteria in 12 AAC 36. 510(g)(1-5).
45

1 Mott expressed his support of a form letter and said that the responsibility to justify the relevancy should be
2 on the registrant and not A. Jones. Several board members agreed. Koonce advised A. Jones to send the
3 information to a board member if there is still any uncertainty after the response is received.

4
5 The board discussed course content that is part of the job vs. related to the profession. Kerr said the language
6 is already in the regulation. Koonce agreed and recommended A. Jones proceed with developing a form
7 letter.

8
9 TASK: R. Jones offered to draft the language for the form letter requesting further explanation on how
10 continuing education courses meet the criteria outlined in 12 AAC 36.510(g)(1-5).

11
12 The board recommended adding the information to the guidance manual. R. Jones suggested including a
13 statement such as “If disapproved by board, be prepared to provide additional justification.”

14
15 The Chair said there is an organization that approves CE providers, who make sure the courses meet certain
16 standards and noted there may be an opportunity for the board to indicate that if courses are certified by X,
17 then it is approved. Mott provided examples of providers that would likely be on the list and some of the
18 course offerings from those organizations that are not acceptable.

19
20 Koonce asked if the MBE committee had a form that the board may be able to use. A. Jones explained that
21 the form was more of an evaluation form to be completed by the registrant who took the course. The Chair
22 noted that NCEES offers a continuing education repository for engineers and surveyors to utilize.

23
24 Koonce said he liked R. Jones statement about justifying your continuing education and recommended it be
25 put in the Guidance Manual.

26
27 Johnston suggested providing a template to track their continuing education credits. The Chair said the form
28 is available on the website. Johnston recommended expanding the form to include additional fields and
29 converting it to an excel spreadsheet.

30
31 TASK: A. Jones will look at updating the Continuing Education form and developing an excel template.

32
33 TASK: A. Jones will work with R. Jones on adding continuing education information to guidance manual and
34 CE website.

35
36 TASK: The Chair requested that all board members review the CE website. A. Jones will add CE
37 requirements under new business.

38
39 A. Jones mentioned she has noticed discrepancies between the amount of carry forward listed on renewal
40 applications and what is documented on the Continuing Education Report. A. Jones explained that she has
41 been reviewing registrant files and working with them to confirm carry forward amounts, and then
42 documenting the hours/courses that are eligible for carry forward.

43
44 R. Jones recommended putting the responsibility on the registrant to indicate which courses they submitting
45 for the audit and which hours/courses they intend to carry forward.

1
 2 The board discussed the possibility of getting rid of the carry forward option. The Chair said some states
 3 require an hour of ethics and asked the board if they were interested in considering that. Johnston responded
 4 affirmatively. A. Jones said that in other jurisdictions, the regulatory board teaches the ethics course. The
 5 board agreed to discuss continuing education at the January 2019 meeting.

6
 7 *AELS_11.02.2018_A. 02:32:36*

8 The board took a short recess.

9
 10 *AELS_11.02.2018_B. 00:00:42*

11 **XXX. Read Applications into the Record**

12
 13 **On a motion duly made by Elizabeth Johnston, seconded by Dave Hale, and passed**
 14 **unanimously, it was RESOLVED to find the following list of applicants for registration by comity**
 15 **and by examination INCOMPLETE with the stipulation that the information in the applicants' files**
 16 **will take precedence over the information in the minutes.**

17

FIRST NAME	LAST NAME	COMITY/EXAM	LICENSE TYPE	BOARD DECISION
BRYANT	BURGIN	EXAM	LS	INCOMPLETE
KEVIN	ERICKSON	EXAM	EC	INCOMPLETE

18
 19 **Note:** The board received additional clarification they requested regarding Mr. Erickson's application and his
 20 application was conditionally approved before the meeting adjourned.

21
 22 **On a motion duly made by Elizabeth Johnston, seconded by Dave Hale, and passed**
 23 **unanimously, it was RESOLVED to APPROVE the following list of applicants for registration by**
 24 **comity and by examination with the stipulation that the information in the applicants' files will take**
 25 **precedence over the information in the minutes.**

26

FIRST NAME	LAST NAME	COMITY/EXAM	LICENSE TYPE	BOARD DECISION
COLIN	FLYNN	COMITY	ME	APPROVED
ERIC	FOX	COMITY	CE	APPROVED
GREGG	HAMM	COMITY	CE	APPROVED
DANIEL	HERTRICH	COMITY	SE-GPA	APPROVED
CARRIE	JOHNSON	COMITY	SE-GPA	APPROVED
KRISTINA	LUHR	COMITY	CE	APPROVED
JEFFREY	MANZETTI	COMITY	ARCH	APPROVED
TED	SCHILLING	COMITY	ME	APPROVED
JOSEPH	SHEPHERD	COMITY	MM	APPROVED
M. HEATH	STEPHENS	COMITY	CS	APPROVED
SAVA	WHITE	COMITY	CE	APPROVED

1 On a motion duly made by Elizabeth Johnston, seconded by Dave Hale, and passed
 2 unaniously, it was RESOLVED to CONDITIONALLY APPROVE the following list of applicants
 3 for registration by comity and by examination with the stipulation that the information in the
 4 applicants' files will take precedence over the information in the minutes.
 5

FIRST NAME	LAST NAME	COMITY/EXAM	LICENSE TYPE	BOARD DECISION
CHRISTOPHER	ALBRIGHT	COMITY	ME	CONDITIONAL
GRACE	AMUNDSEN	EXAM	CE	CONDITIONAL
ANGELINA	ANDERSON	EXAM	ME	CONDITIONAL
SETH	ANDERSON	COMITY	CE	CONDITIONAL
MASOUD	BABAEI	COMITY	CE	CONDITIONAL
MELISA	BABB	EXAM	LA	CONDITIONAL
LEAH	BURON	EXAM	LA	CONDITIONAL
BENJAMIN	COX	COMITY	CE	CONDITIONAL
WILLIAM	CULVER	EXAM	EC	CONDITIONAL
AUGUSTUS	DRAKE	COMITY	ME	CONDITIONAL
SARAH	FAFARD	COMITY	ME	CONDITIONAL
JOHN	FATSEAS	COMITY	ME	CONDITIONAL
OLIVER	FLESHMAN	EXAM	ME	CONDITIONAL
JOSEPH	FONG	COMITY	ME	CONDITIONAL
MICHAEL	GIBBS	COMITY	CE	CONDITIONAL
CLAIRE	GIBSON	COMITY	CE	CONDITIONAL
DENNIS	HANSEN	EXAM	ME	CONDITIONAL
KAREN	HARTEL	COMITY	CE	CONDITIONAL
BRIAN	HAZLIP	COMITY	CE	CONDITIONAL
ELIOT	JORDAN	EXAM	FP	CONDITIONAL
ROGER	KITCHIN	COMITY	CE	CONDITIONAL
DANIEL	KOCH	EXAM	CE	CONDITIONAL
SCOTT	LIND	COMITY	EE	CONDITIONAL
BENJAMIN	LOEFFLER	EXAM	ME	CONDITIONAL
CHRISTOPHER	MARQUIS	EXAM	CE	CONDITIONAL
MATTHEW	MOLSBERRY	COMITY	ARCH	CONDITIONAL
MICHAEL	MORGAN	COMITY	ME	CONDITIONAL
DAVID	MORSE	EXAM	SE	CONDITIONAL
KENNETH	O'CONNELL	COMITY	CE	CONDITIONAL
JUSTIN	PENFIELD	EXAM	EV	CONDITIONAL
MATTHEW	PHILLIPS	COMITY	CE	CONDITIONAL
NATHAN	PIES	COMITY	ME	CONDITIONAL
RANDALL	ROZIER	COMITY	ARCH	CONDITIONAL
DANEL	SCHIPMAN	COMITY	EE	CONDITIONAL
DOUGLAS	SCHOPP	EXAM	CE	CONDITIONAL
JANICE	SIMMONS	EXAM	CE	CONDITIONAL

KELVIN	SIMONSON	EXAM	EE	CONDITIONAL
ROBERT	SPIVEY	COMITY	CE	CONDITIONAL
AMY	THATCHER	COMITY	CE	CONDITIONAL
MAX	TSALA	COMITY	CE	CONDITIONAL
TONY	VU	COMITY	EE	CONDITIONAL
REX	YOUNG III	EXAM	CE	CONDITIONAL

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AELS_11.02.2018_B. 00:04:15

XXXI. Board Tasks

A. Jones reviewed list of tasks for the meeting and will distribute the November 2018 To Do List to the board following the meeting.

AELS_11.02.2018_B. 00:10:20

XXXII. Board comments

Board members thanked one another for the productive discussions and expressed their appreciation for diverse opinions and having multiple perspectives and professions on the same topics. The board thanked Koonce for hosting the AELS board and staff for their work.

The Chair commented that the board is finally starting to tackle issues that have been outstanding for a while and said some of the work will have to happen in between board meetings and directed everyone to send items through A. Jones.

R. Jones requested the board consider moving the May meeting to the last week of April. Kerr asked the board to consider moving the meetings to the middle of the month versus beginning of the month. The Chair asked everyone to review their schedules and decide at the January meeting.

The board discussed travel to Juneau for the January meeting and the possibility of scheduling meetings with legislators about the statute change.

A. Jones commented that she received the additional information requested for Mr. Erickson’s application. Mott agreed to review.

AELS_11.02.2018_B. 00:24:02

XXXIII. Meeting Adjourns

The AELS November 2018 Board Meeting adjourned at 11:53am.

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Respectfully submitted:

Alysia D. Jones, Executive Administrator

Approved:

Colin Maynard, Chair
Board of Registration for Architects, Engineers, and Land
Surveyors

Date: _____

DRAFT



MEMORANDUM

DATE: January 11, 2019
TO: Alaska State Board of Registration for Architects, Engineers and Land Surveyors
THRU: Greg Francois, Chief Investigator *GF*
FROM: John Savage, Investigator
RE: Investigative Report for the January 30-31, 2019 Meeting

The following information was compiled as an investigative report to the Board for the period of October 16, 2018 through January 11, 2019. This report includes all investigations, complaints, and intake matters handled since the last report. The Division **opened 11 matters** and **closed 8 matters**. **28 matters** remain on-going and under active investigation.

Matters opened by the Paralegal in Juneau, regarding continuing education audits and license action resulting from those matters are not covered in this report.

<u>CASE #</u>	<u>OPENED</u>	<u>INVESTIGATION</u>	<u>PROFESSION</u>
2016-001384	12/02/16	Unlicensed practice or activity	CORPORATE AUTHORIZATION
2016-001387	12/05/16	Unlicensed practice or activity	LAND SURVEYOR
2016-001389	12/05/16	Unlicensed practice or activity	CORPORATE AUTHORIZATION
2016-001391	12/06/16	Unlicensed practice or activity	CORPORATE AUTHORIZATION
2017-001073	10/09/17	Unlicensed practice or activity	ENGINEER
2017-001122	10/26/17	Unlicensed practice or activity	LAND SURVEYOR
2017-001125	10/26/17	Violation of Licensing Regulation	ENGINEER
2018-000266	03/18/18	Violation of Licensing Regulation	ENGINEER
2018-000314	03/28/18	Unlicensed practice or activity	ARCHITECT
2018-000367	04/10/18	Violation of Licensing Regulation	ENGINEER
2018-000652	06/21/18	Violating Professional Ethics	ENGINEER
2018-000700	06/28/18	Unlicensed practice or activity	ENGINEER
2018-000703	06/29/18	Unprofessional Conduct	LAND SURVEYOR

2018-000705	06/29/18	Violation of Licensing Regulation	LAND SURVEYOR
2018-000706	06/29/18	Unlicensed practice or activity	ARCHITECT
2018-000715	07/03/18	Violation of Licensing Regulation	ARCHITECT
2018-000728	07/06/18	Violation of Licensing Regulation	ARCHITECT
2018-000797	07/17/18	Violation of Licensing Regulation	ENGINEER
2018-000798	07/17/18	Violation of Licensing Regulation	ENGINEER
2018-000810	07/19/18	Unlicensed practice or activity	ENGINEER
2018-000827	07/24/18	Unlicensed practice or activity	ENGINEER
2018-000834	07/25/18	Unlicensed practice or activity	ENGINEER
2018-000851	07/31/18	Unprofessional Conduct	ENGINEER
2018-000999	08/30/18	Violation of Licensing Regulation	LAND SURVEYOR
2018-001001	08/30/18	Unlicensed practice or activity	LAND SURVEYOR
2018-001304	11/07/18	Fraud or Misrepresentation	ENGINEER
2018-001378	12/12/18	License Application problem	MECHANICAL ENGINEER
2019-000043	01/10/19	License Application problem	MECHANICAL ENGINEER

OPEN: TOTAL = 28 (including intakes)

INVESTIGATIVE ACTIONS CLOSED SINCE LAST MEETING:

2018-001226	License Application Problem	Review Complete
2018-001264	License Application Problem	Review Complete
2018-001267	License Application Problem	Review Complete
2018-001348	License Application Problem	Review Complete
2018-001397	License Application Problem	Review Complete
2018-001447	License Application Problem	Review Complete
2019-000004	License Application Problem	Review Complete
2019-000035	License Application Problem	Review Complete

CLOSED: TOTAL = 8 (including intakes)

PROBATION CASES: TOTAL = 0

END OF REPORT

Agenda Item 6: Retired License Discussion

The board will have a follow up conversation related to their November 2018 discussion of retired licenses. As reference, the minutes from the November 2018 discussion of this topic is provided on the following pages.

Agenda Item 7: Correspondence Sent

7. A. Letter RE: Professional Seal Requirements

The board sent a letter clarifying sealing and signing final exhibits/plats, etc. that describe land, is required by law.

7. B. Board Priorities

To assist with the transition to the new administration, the Boards and Commissions Director requested each board and commission to provide a brief summary of three to four main priority areas or needs the board is currently working on. The AELS board's summary is provided on the following page.

Agenda Item 8: Correspondence Received

The board received correspondence on the following topics since the November 2018 meeting.

8.A. Fundamentals of Engineering Examination

The AELS board sent a letter to UAA College of Engineering on in April 2018 encouraging them to consider requiring the taking of the NCEES Fundamentals of Engineering / Fundamentals of Surveying exams as a requirement for graduation for students enrolled in the appropriate undergraduate baccalaureate programs. In November 2018, the board received a response from Interim Kenrick Dean, which will be discussed at the meeting.

8.B. Request for Guidance on titles for engineers in training/ engineering intern

The board received multiple requests from firms in Alaska requesting guidance on what title should be used for a person who passed the NCEES Fundamentals of Engineering exam. Several states have their own registration process for those who pass the FE and issue a certificate number as either an EI or EIT. Alaska does not issue certification or registration numbers for passing the FE exam.

Currently, Section II of the [Board Policies and Historical Information](#) document (3/21/13) states:

G. Titles for Interns – The board adopted a policy that persons that have passed the Fundamentals of Engineering Examination may refer to themselves as Engineering Interns or Engineers in Training (EITs). Persons that have passed the Fundamentals of Surveying Examination may refer to themselves as Surveying Interns or Land Surveyors in Training (LSITs). Persons with an accredited bachelor’s degree in architecture may refer to themselves as Architects in Training or Intern Architects. Persons with an accredited bachelor’s degree in landscape architecture may refer to themselves as Landscape Architects in Training or Intern Landscape Architects.

11. B. Regulation Projects

i. Review Comments on Proposed Changes to 12 AAC 36.135, .145, & .185

A notice of proposed changes approved at the November 2018 meeting were sent to all AELS registrants, include corporations, LLCs, and LLPs on Friday, December 21st.

NOTE: A copy of the notice and proposed changes are provided on the following pages. All comments must be received **no later than 5:00p.m. on January 22, 2019.**

ii. 12 AAC 36.050(b)(1) – Clarify documentation requirements

At the November 2018 meeting, staff requested guidance from the board related to this regulation and current processes. The board confirmed current processes were appropriate and is in the process of drafting language that is more in alignment with current practice.

iii. Terminology Updates

The Chair requested members of the board to submit terms that require definitions and/or further clarification.

iv. Definitions of branches of engineering

The board received a request for clarification related to the definitions of the various branches of engineering and the absence of the word “design” in some of those definitions.

v. Mentor Program and FS Language clean up

The board received a request for clarification on the mentoring program and its requirements, as well as suggested updates to outdated FS requirements.

NOTICE OF PROPOSED CHANGES RELATING TO CORPORATE AUTHORIZATIONS AND REGISTRANTS IN OFFICES IN THE REGULATIONS OF THE STATE BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS, AND LAND SURVEYORS

BRIEF DESCRIPTION: The State Board of Registration for Architects, Engineers, and Land Surveyors proposes to update regulations regarding corporate authorizations and registrants in offices.

The State Board of Registration for Architects, Engineers, and Land Surveyors (Board) proposes to adopt regulation changes in Title 12, Chapter 36 of the Alaska Administrative Code including the following:

1. **12 AAC 36.135. Review of application for corporate, limited liability company, or limited liability partnership authorization**, is proposed to clarify that there may be more than one registrant authorized for each discipline as part of a corporate authorization. Allows any employee of an authorized entity to seal documents for the corporation, if authorized by the registrant in responsible charge for the corporation, limited liability company, or limited liability partnership.
2. **12 AAC 36.145. Architectural, engineering, or surveying offices**, is a proposed new section to clarify whether there has to be an individual in each discipline in every office and whether some of the employees in that office can have technical supervision on projects by a registrant in another office.
3. **12 AAC 36.185. Use of seals**, is proposed to repeal subsection (c). The intended effect of this repeal is to establish similar language under 12 AAC 36.145.

You may comment on the proposed regulation changes, including the potential costs to private persons of complying with the proposed 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 Board will accept comments by facsimile at (907) 465-2974 and by electronic mail at 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/192449>, and using the comment link. **The comments must be received not later than 5:00 p.m. on January 22, 2019.** Comments received after this deadline will not be considered by the Board.

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. **The questions must be received at least 10 days before the end of the public comment period.** The Board 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 Board's website at <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BoardofArchitectsEngineersandLandSurveyors.aspx>. The Board 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 not later than January 15, 2019 to ensure that any necessary accommodation can be provided.

A copy of the proposed regulation changes is available on the Alaska Online Public Notice System and by contacting Jun Maiquis at (907) 465-2537 or RegulationsAndPublicComment@alaska.gov, or go to <https://www.commerce.alaska.gov/web/portals/5/pub/AELS-1218.pdf>.

After the public comment period ends, the Board will either adopt the proposed regulation changes or other provisions dealing with the same subject, without further notice, or decide to take no action. The language of the final regulation may be different from that of the proposed regulation. **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 08.48.101; AS 08.48.111; AS 08.48.221; AS 08.48.241

Statutes Being Implemented, Interpreted, or Made Specific: AS 08.48.101; AS 08.48.111; AS 08.48.221; AS 08.48.241

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

DATE: 12/19/18

/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.

ADDITIONAL REGULATION NOTICE INFORMATION (AS 44.62.190(d))

1. **Adopting agency:** State Board of Registration for Architects, Engineers, and Land Surveyors – Department of Commerce, Community, and Economic Development, Division of Corporations, Business and Professional Licensing.
2. **General subject of regulation:** Corporate authorizations and registrants in offices.
3. **Citation of regulation:** 12 AAC 36.135, 12 AAC 36.145, and 12 AAC 36.185.
4. **Department of Law file number:** To be assigned.
5. **Reason for the proposed action:** Update and clarification of current regulations; compliance with state statute.
6. **Appropriation/Allocation:** Corporations, Business and Professional Licensing – #2360.
7. **Estimated annual cost to comply with the proposed action to:**
A private person: None.
Another state agency: None.
A municipality: None.
8. **Cost of implementation to the state agency and available funding (in thousands of dollars):**
No costs are expected in FY 2019 or in subsequent years.
9. **The name of the contact person for the regulation:**
Alysia Jones, Executive Administrator
Alaska State Board of Registration for Architects, Engineers, and Land Surveyors
Division of Corporations, Business and Professional Licensing
Telephone: (907) 465-1676
E-mail: alysia.jones@alaska.gov
10. **The origin of the proposed action:** State Board of Registration for Architects, Engineers, and Land Surveyors.
11. **Date:** 12/19/18 **Prepared by:** /s/

Jun Maiquis
Regulations Specialist
(907) 465-2537

**Chapter 36. State Board of Registration for Architects,
Engineers, and Land Surveyors.**

(Words in **boldface and underlined** indicate language being added; words [CAPITALIZED AND BRACKETED] indicate language being deleted. Complete new sections are not in boldface or underlined.)

12 AAC 36.135 is amended to read:

12 AAC 36.135. Review of application for corporate, limited liability company, or limited liability partnership authorization. An applicant who meets the requirements on the checklist established by the board in this section has demonstrated the necessary qualifications for a certificate of authorization for corporate, limited liability company, or limited liability partnership practice. An applicant who does not meet the requirements on this checklist or whose responses on the application form do not clearly show that the applicant is qualified to receive a certificate of authorization will not be issued a certificate unless the board further reviews the application and determines that the applicant meets the qualifications in AS 08.48.241 for a certificate of authorization. A certificate of authorization for corporate, limited liability company, or limited liability partnership practice will be issued to an applicant who submits

(1) a completed form for application that includes the

(A) name and address of the corporation, limited liability company, or limited liability partnership;

(B) type of architecture, engineering, land surveying, or landscape architecture practiced by the corporation, limited liability company, or limited liability partnership;

(C) name and current state registration number of the registrant who will be in responsible charge for the activities of the corporation, limited liability company, or limited liability partnership in this state of each branch of practice requiring registration

under AS 08.48;

(D) names of the majority stockholders of the corporation, the names of the members holding a majority interest of a limited liability company, or the names of the partners of a limited liability partnership; and

(E) signature and title of an agent authorized by the corporation, limited liability company, or limited liability partnership to apply for corporate, limited liability company, or limited liability partnership authorization under this chapter;

(2) the corporation, limited liability company, or limited liability partnership certification fee in 12 AAC 02.110;

(3) a certified copy of a resolution of the board of directors of the corporation, the managing members or manager of the limited liability company, or the general partners of the limited liability partnership that

(A) designates an individual **or individuals** with a current registration in this state as responsible for each field of practice; and

(B) provides that full authority to make all final practice decisions on behalf of the corporation, limited liability company, or limited liability partnership for work performed by the corporation, limited liability company, or limited liability partnership in this state is granted by the board of directors of the corporation, the managing members or manager of the limited liability company, or the general partners of a limited liability partnership to the individual designated in the resolution as responsible for the relevant field of practice. **The individual or individuals in responsible charge of a discipline may grant other employees, who are registered in that discipline, the authority to seal drawings on behalf of the corporation, limited liability company, or**

limited liability partnership. This does not relieve the individual or individuals in responsible charge from responsibility for the work delegated to the other employee;

(4) a copy of the bylaws of the corporation, the articles of incorporation or operating agreement of the limited liability company, or the partnership agreement of the limited liability partnership showing that the corporation, limited liability company, or limited liability partnership has complied with the requirements in AS 08.48.241(b)(1);

(5) repealed 8/19/2006;

(6) a statement of the experience of the corporation, limited liability company, or limited liability partnership in each field of practice of architecture, engineering, land surveying, or landscape architecture during the five years before the date of application;

(7) a certified statement on a form provided by the board, stating that each licensee designated in responsible charge for each branch of practice acknowledges and agrees to that designation by the corporation, limited liability company, or limited liability partnership; the statement must include each responsible charge licensee's

(A) state registration number;

(B) registration expiration date;

(C) professional seal; and

(D) signature. (Eff. 10/10/96, Register 140; am 11/13/99, Register 152; am 3/8/2001, Register 157; am 3/9/2001, Register 157; am 8/19/2006, Register 179; am

____/____/____, Register ____)

Authority: AS 08.48.101 AS 08.48.241

12 AAC 36 is amended by adding a new section to read:

12 AAC 36.145. Architectural, engineering, or surveying offices. (a) Each office maintained for the preparation of drawings, specifications, reports, or other professional work that will require a professional seal must have a registrant assigned to, and regularly employed in, that office who has direct knowledge and supervisory control of the employees of that office.

(b) While a registrant is required, the office need not have a registrant in every discipline offered by that entity. A registrant in another office of the entity may be in responsible charge control of the work done in that office for the discipline in which they are registered. To offer a service, at least one registrant licensed in that discipline must be regularly employed by the entity.

(c) For the purposes of this section,

(1) "regularly employed" means in the office at least 20 hours per week;

(2) "entity" means a sole practitioner, partnership, corporation, limited liability company, limited liability partnership, or governmental agency. (Eff. ____/____/____, Register ____)

Authority: AS 08.48.101 AS 08.48.111 AS 08.48.221

12 AAC 36.185(c) is repealed:

(c) Repealed ____/____/____ [EACH OFFICE MAINTAINED FOR THE PREPARATION OF DRAWINGS, SPECIFICATIONS, REPORTS, OR OTHER PROFESSIONAL WORK THAT WILL REQUIRE A PROFESSIONAL SEAL MUST HAVE A REGISTRANT ASSIGNED TO AND REGULARLY EMPLOYED IN THAT OFFICE WHO HAS DIRECT KNOWLEDGE AND SUPERVISORY CONTROL OF THAT WORK].

(Eff. 5/30/82, Register 82; am 8/29/87, Register 103; am 11/13/99, Register 152; am 6/13/2003, Register 166; am 6/11/2005, Register 174; am 7/13/2011, Register 199; am 6/18/2016, Register 218; am 9/9/2016, Register 219; am ____/____/_____, Register _____)

Authority: AS 08.48.101 AS 08.48.111 AS 08.48.221

AELS Board Meeting
January 30, 2019

The American Society of Interior Designers, Alaska Chapter, has developed the following updated presentation package for your review in support of the Alaska Interior Design Registration Initiative.

1. Interior Design Scope of Practice Delineation, Regulated vs Non-Regulated:
 - IBC Chapter 1, Part 1, Section 101, 101.2 Exception:
Interior design practitioners providing services within IRC-governed structures would be exempt from registration requirements
2. Overview of Interior Design Career Path and Supporting Interior Design Entities (U.S. and Canada)
3. National Council for Interior Design Qualification (NCIDQ) Exam Eligibility Charts (U.S. and Canada)
4. Initiative Documents:
 - Initiative Summary
 - Registration Map
 - Public Health, Safety & Welfare
 - Petition in Support of Initiative

CHAPTER 1

SCOPE AND ADMINISTRATION

PART 1—SCOPE AND APPLICATION

SECTION 101
GENERAL

[A] **101.1 Title.** These regulations shall be known as the *Building Code* of [NAME OF JURISDICTION], hereinafter referred to as “this code.”

[A] **101.2 Scope.** The provisions of this code shall apply to the construction, *alteration*, relocation, enlargement, replacement, *repair*, equipment, use and occupancy, location, maintenance, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures.

Exception: Detached one- and two-family *dwelling*s and multiple single-family *dwelling*s (*townhouses*) not more than three *stories* above *grade plane* in height with a separate *means of egress* and their accessory structures shall comply with the *International Residential Code*.

[A] **101.2.1 Appendices.** Provisions in the appendices shall not apply unless specifically adopted.

[A] **101.3 Intent.** The purpose of this code is to establish the minimum requirements to safeguard the public health, safety and general welfare through structural strength, *means of egress* facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to fire fighters and emergency responders during emergency operations.

[A] **101.4 Referenced codes.** The other codes listed in Sections 101.4.1 through 101.4.6 and referenced elsewhere in this code shall be considered part of the requirements of this code to the prescribed extent of each such reference.

[A] **101.4.1 Gas.** The provisions of the *International Fuel Gas Code* shall apply to the installation of gas piping from the point of delivery, gas appliances and related accessories as covered in this code. These requirements apply to gas piping systems extending from the point of delivery to the inlet connections of appliances and the installation and operation of residential and commercial gas appliances and related accessories.

[A] **101.4.2 Mechanical.** The provisions of the *International Mechanical Code* shall apply to the installation, alterations, repairs and replacement of mechanical systems, including equipment, appliances, fixtures, fittings and/or appurtenances, including ventilating, heating, cooling, air-conditioning and refrigeration systems, incinerators and other energy-related systems.

[A] **101.4.3 Plumbing.** The provisions of the *International Plumbing Code* shall apply to the installation, *alteration*, repair and replacement of plumbing systems,

including equipment, appliances, fixtures, fittings and appurtenances, and where connected to a water or sewage system and all aspects of a medical gas system. The provisions of the *International Private Sewage Disposal Code* shall apply to private sewage disposal systems.

[A] **101.4.4 Property maintenance.** The provisions of the *International Property Maintenance Code* shall apply to existing structures and premises; equipment and facilities; light, ventilation, space heating, sanitation, life and fire safety hazards; responsibilities of owners, operators and occupants; and occupancy of existing premises and structures.

[A] **101.4.5 Fire prevention.** The provisions of the *International Fire Code* shall apply to matters affecting or relating to structures, processes and premises from the hazard of fire and explosion arising from the storage, handling or use of structures, materials or devices; from conditions hazardous to life, property or public welfare in the occupancy of structures or premises; and from the construction, extension, *repair*, *alteration* or removal of fire suppression, *automatic sprinkler systems* and alarm systems or fire hazards in the structure or on the premises from occupancy or operation.

[A] **101.4.6 Energy.** The provisions of the *International Energy Conservation Code* shall apply to all matters governing the design and construction of buildings for energy efficiency.

SECTION 102
APPLICABILITY

[A] **102.1 General.** Where there is a conflict between a general requirement and a specific requirement, the specific requirement shall be applicable. Where, in any specific case, different sections of this code specify different materials, methods of construction or other requirements, the most restrictive shall govern.

[A] **102.2 Other laws.** The provisions of this code shall not be deemed to nullify any provisions of local, state or federal law.

[A] **102.3 Application of references.** References to chapter or section numbers, or to provisions not specifically identified by number, shall be construed to refer to such chapter, section or provision of this code.

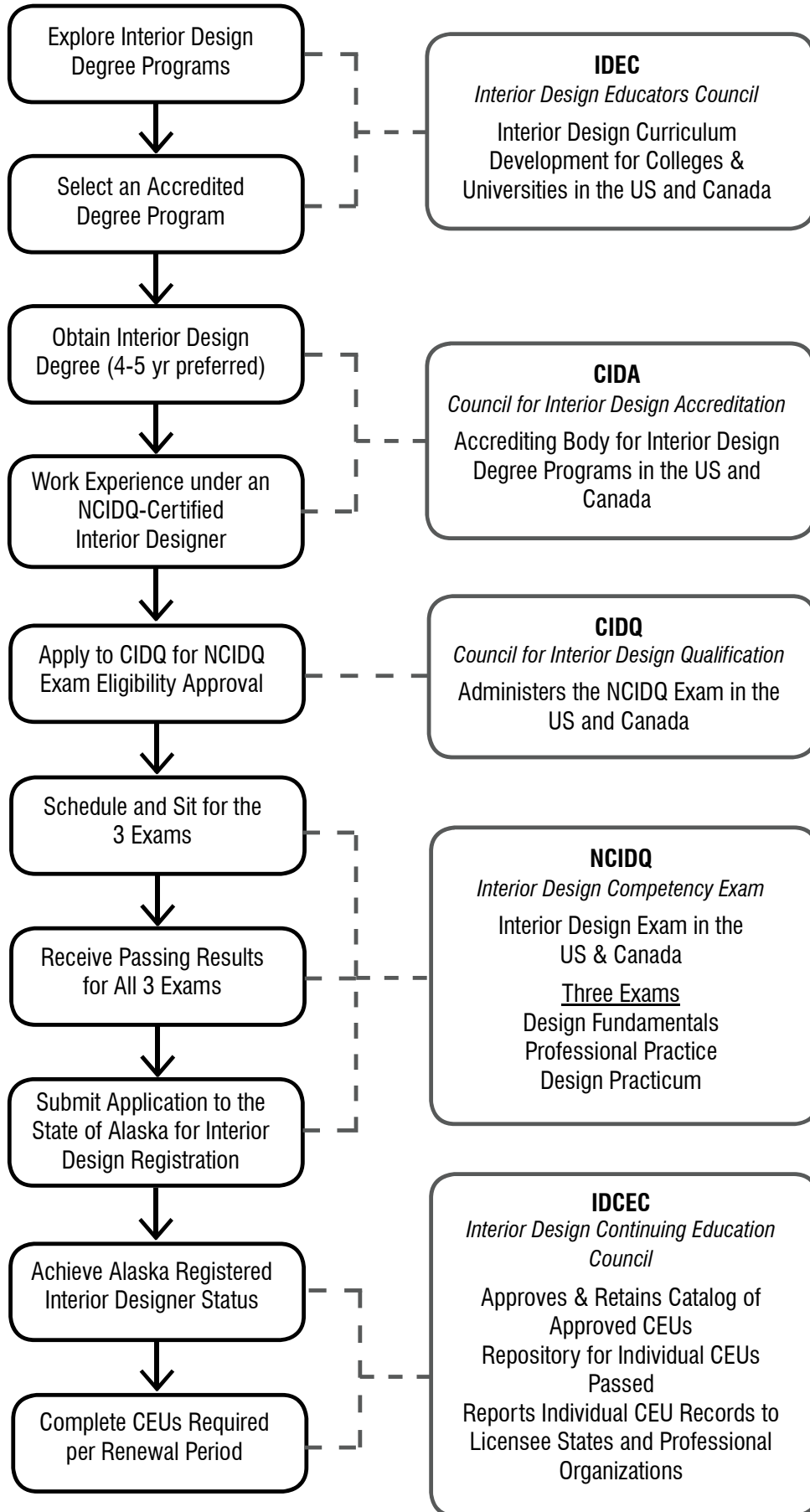
[A] **102.4 Referenced codes and standards.** The codes and standards referenced in this code shall be considered part of the requirements of this code to the prescribed extent of each such reference and as further regulated in Sections 102.4.1 and 102.4.2.

[A] **102.4.1 Conflicts.** Where conflicts occur between provisions of this code and referenced codes and standards, the provisions of this code shall apply.

INTERIOR DESIGNER CAREER PATH

INDIVIDUAL PATH

SUPPORTING ORGANIZATION



Exam & Eligibility

CIDA Degree

(ROUTE 1)

Education Bachelor's or Master's degree from a CIDA-accredited interior design program. BY END OF YEAR 3 96 sem/144 qtr credits completed			Up to 1,760 hours of work experience can be earned before education is completed. BY END OF YEAR 4 Education completed		APPLY FOR IDFX	Work Experience 3,520 hours qualified interior design experience. ² Final 1,760 hours must be earned after all education is completed.		APPLY FOR IDPX/ PRAC TO COMPLETE THE EXAM
YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5		YEAR 6		

Interior Design Degree — Non-CIDA

(ROUTE 2)

Education Bachelor's degree (minimum) in an interior design program not accredited by CIDA. ¹ Including: No less than 120 semester or 180 quarter credits, of which no less than 60 semester or 90 quarter credits are interior design coursework. BY END OF YEAR 3 96 sem/144 qtr credits completed			Up to 1,760 hours of qualified work experience can be earned before education is completed. BY END OF YEAR 4 Education completed		APPLY FOR IDFX	Work Experience 3,520 hours qualified interior design experience. ² Final 1,760 hours must be earned after all education is completed.		APPLY FOR IDPX/ PRAC TO COMPLETE THE EXAM
YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5		YEAR 6		

Other Degree + Interior Design Degree

(ROUTE 3)

Education Bachelor's degree (minimum) in any other major and no less than 60 semester or 90 quarter credits of interior design coursework that culminates in a certificate, degree or diploma. BY END OF YEAR 3 30 sem/45 qtr interior design credits completed			Up to 1,760 hours of qualified work experience can be earned before education is completed. BY END OF YEAR 4 Education completed		APPLY FOR IDFX	Work Experience 3,520 hours qualified interior design experience. ² Final 1,760 hours must be earned after all education is completed.		APPLY FOR IDPX/ PRAC TO COMPLETE THE EXAM
YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5		YEAR 6		

Associates Degree (60 Hrs) in Interior Design

(ROUTE 4)

Education No less than 60 semester or 90 quarter credits of interior design coursework that culminates in a certificate, degree or diploma. BY END OF YEAR 3 Education completed			APPLY FOR IDFX	Work Experience 5,280 hours qualified interior design experience. ² Education must be complete before work experience can be earned.		APPLY FOR IDPX/ PRAC TO COMPLETE THE EXAM
YEAR 1	YEAR 2	YEAR 3		YEAR 4	YEAR 5	

Associates Degree (40 Hrs) in Interior Design Route 5 ENDS December 31, 2018 (ROUTE 5)

Education No less than 40 semester or 60 quarter credits of interior design coursework that culminates in a certificate, degree or diploma. BY END OF YEAR 2 Education completed		Work Experience 7,040 hours qualified interior design experience. ² Education must be complete before work experience can be earned.				APPLY FOR EXAM
YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	

NAAB or CACB Degree

(ROUTE 6)

Education Bachelor's or Master's degree from an NAAB or CACB accredited architecture program. ³ BY END OF YEAR 5 - 6 Education completed			APPLY FOR IDFX	Work Experience 5,280 hours qualified interior design experience. ² Education must be complete before work experience can be earned.			APPLY FOR IDPX/ PRAC TO COMPLETE THE EXAM
5 - 6 YEARS				3 YEARS			

Architecture Degree – Non-NAAB or CACB

(ROUTE 7)

Education Bachelor of Science or Bachelor of Arts in Architecture BY END OF YEAR 4 Education completed				Work Experience 7,040 hours qualified interior design experience. ² Education must be complete before work experience can be earned.				APPLY FOR EXAM
YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8	

Do not see a route that matches your background?
 Please give our offices a call to discuss your options at 202.721.0220

Go to www.cidq.org to learn more and apply online!

- 1 CIDA – the Council for Interior Design Accreditation – was formerly known as FIDER. To qualify, the degree program must have been CIDA-accredited at graduation or must have become CIDA-accredited within two years following graduation.
- 2 NAAB – the National Architectural Accrediting Board
- CACB – the Canadian Architectural Accrediting Board
- To qualify, the degree program must have been accredited at graduation or within two years of graduation.

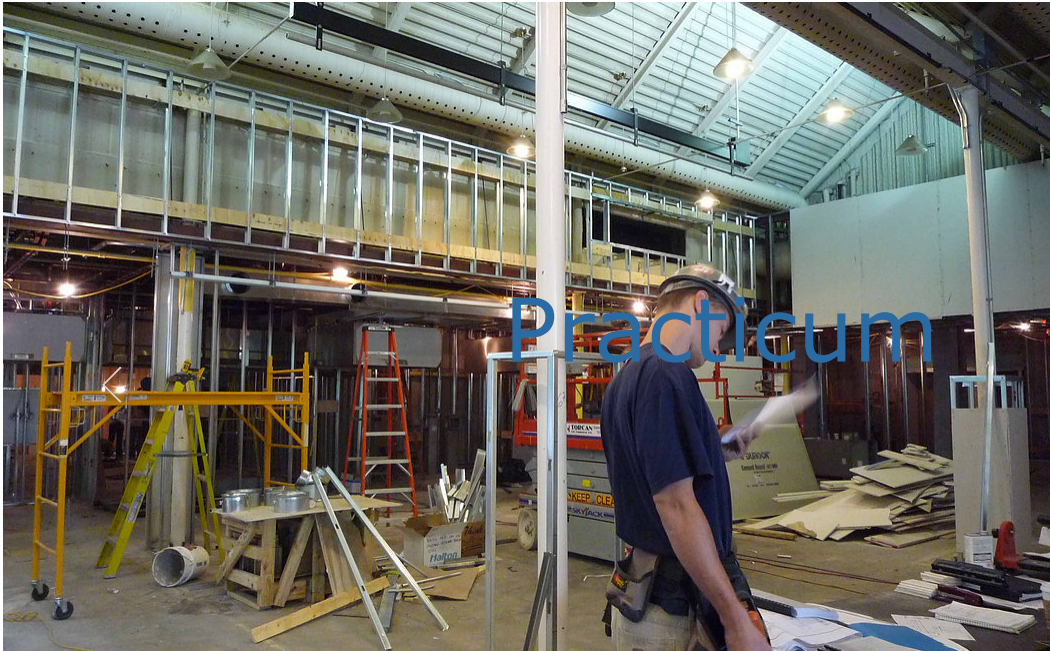
The NCIDQ Certificate: Professionalism. Prestige.

NCIDQ
Examination

by the COUNCIL FOR
 INTERIOR DESIGN QUALIFICATION

AELS JAN 2019 BOARD PACKET - PUBLIC

www.cidq.org



NCIDQ Examination : 3 Exam Sections



1. FUNDAMENTALS

IDFX / IDFX ONLY computerized multiple choice exam

The exam includes 100 scored questions and 25 unscored pilot questions. The IDFX addresses the content areas of Building Systems and Construction, Programming and Site Analysis, Human Behavior and the Designed Environment, Construction Drawing and Specifications, among others. Candidates have three hours to complete the IDFX. Available to approved candidates with their education and work experience requirements, and *new interior design graduates and students in the last year of a Bachelor's or Master's Degree-Seeking interior design program who have not yet completed their work experience.*

2. PROFESSIONAL

IDPX computerized multiple choice exam

The Interior Design Professional Exam (IDPX) is available to approved candidates who have completed both their education and the required amount of work experience. The exam consists of 150 scored questions and 25 unscored pilot questions. The IDPX addresses the content areas of Codes and Standards, Building Systems and Integration, Project Coordination, Professional and Business Practices, among others. Candidates are given four hours to complete the IDPX.

3. PRACTICUM

PRAC computerized interactive exam

The Interior Design Practicum Exam (PRAC) is available to approved candidates who have completed both their education and the required amount of work experience. PRAC utilizes three (3) CIDQ case studies: large commercial, small commercial, and multi-family residential, to assess a candidate's ability to synthesize information related to the design process and make a judgment using the resources provided.

Every PRAC question will be attached to a case study which will include various resources surrounding the design scenario. CIDQ case studies include: a project scenario, universal codes, a plan and other resources that might be needed to answer a question correctly. As with the multiple choice exams, all PRAC questions are worth one point and the question must be answered in its entirety. No partial credit will be given. Candidates are given 4 hours to complete the PRAC Exam.

Please visit the [Practicum webpage](#) for additional information and updates.

Reason for this initiative:

- To protect public safety in interior environments of structures governed by the International Building Code (IBC)
- To identify individuals qualified through education, experience and examination to practice interior design in IBC-governed structures

What this initiative does:

- Creates a recognizable title, ***Registered Interior Designer***, for qualified interior designers providing services in IBC-governed environments
- Defines the professional practice of interior design
- Utilizes successful completion of the national benchmark NCIDQ exam (National Council for Interior Design Qualification) as an application requirement
- Creates registration for interior designers administered within the AELS board
- Creates continuing education requirements to renew interior design registration
- Provides plan approval authority for non-bearing interior construction or alteration to registered interior designers

What this initiative does not do:

- Does not restrict any individual or group from calling themselves interior designers or practicing interior design in structures governed by the International Residential Code (IRC)
- Does not restrict individuals who are authorized under another license held that allows them to provide interior design within IBC structures

Benefit to the public:

- Provides an easily recognizable title to identify interior designers qualified to practice in IBC-governed environments
- Provides public protection through proper execution of code-compliant interior design
- Provides minimal cost impact to the state if administered through AELS board (to be self-funded through existing fee structure)

Folder Contents:

- Interior Design Registration Map
- Impact Sheet on Public Health, Safety, Welfare
- Petition in Support of Initiative
- Additional Signature Sheets

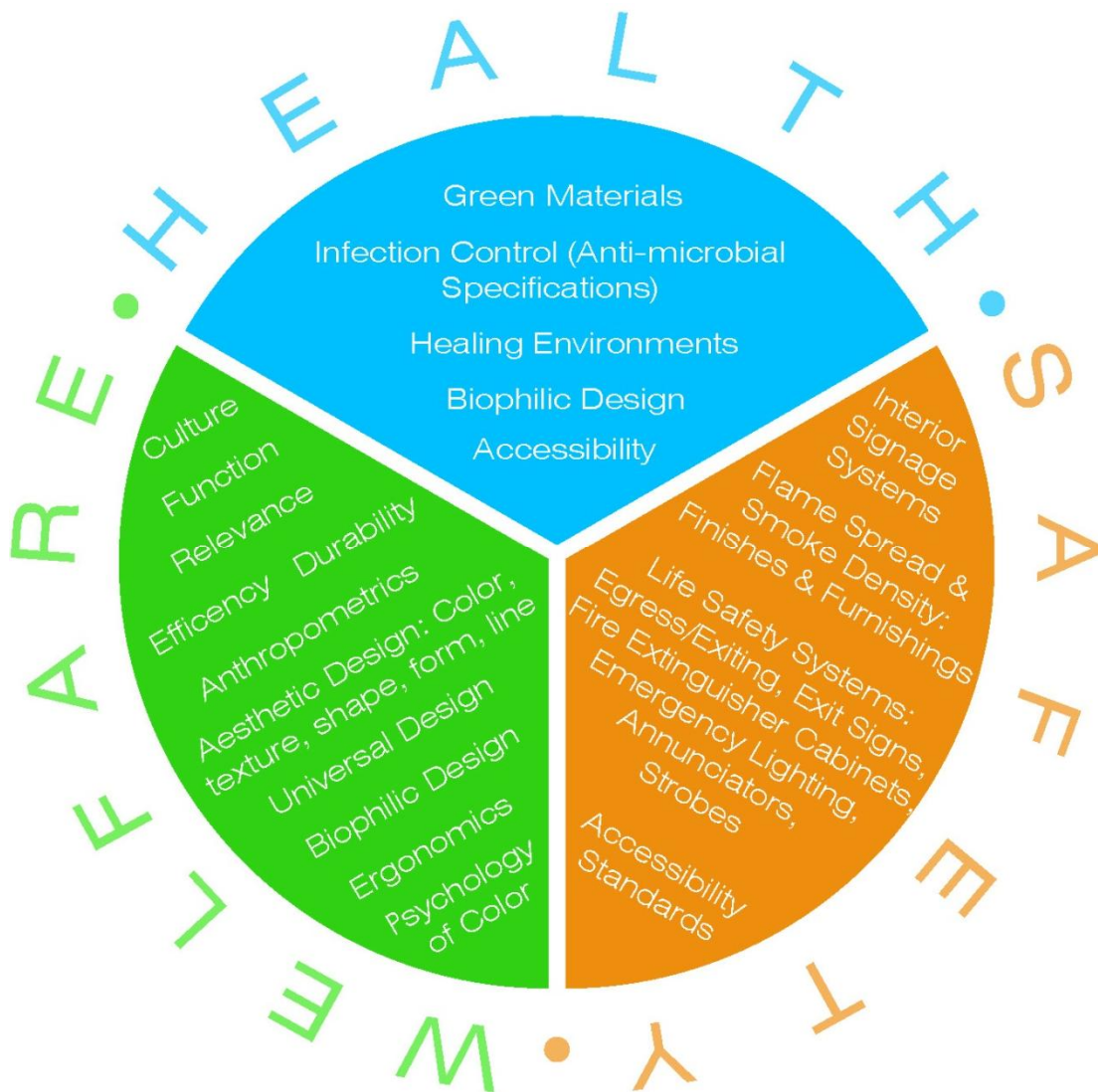
How Does Interior Design Protect the Public?

Interior designers practice in a variety of building types and project sectors: corporate & professional office, healthcare, hospitality, civic, educational, retail, government, residential.

Interior design services include programming, analysis, space planning and design, interior finish design, construction bid and permit documents, furniture, fixtures & equipment design, interior graphics, wayfinding, signage design, and construction phase administration.

To protect the public, interior designers must have awareness and knowledge of building and life-safety codes, exiting and egress, construction materials and methods, material and product specifications such as flammability, flame-spread and smoke density ratings, infection control, technical drawing production, and professional business practices.

Registration of interior designers and regulating the practice of interior design in IBC-governed environments protects public health, safety and welfare through code-compliant design that supports and maintains the integrity of building life-safety systems.



PETITION in Support of Registration for Alaska Interior Designers

1. Interior design in Alaska includes residential and commercial practices of interior alteration and new construction design, drawings, and supporting documents suitable for non-bearing construction permitting.
2. While there are many working within the broad definition of the field, there is no clear identification of those with national credentials whose practices recognize protection of public health, safety and welfare in IBC-governed structures.
3. Nationally qualified interior designers (NCIDQ certified) have education, skills, and knowledge required to work within IBC, Fire Code and accessibility requirements and ensure their designs and drawings conform to applicable codes to maintain public safety.
4. Colleges and universities have educated interior designers with accredited 4 and 5-year degrees for nearly 50 years, and the national qualifying exam in the U.S. and Canada (NCIDQ) has been in place and regularly updated for 40 years. Although 27 states in the U.S. recognize interior design as a profession through registration, licensure, or certification, Alaska has not yet taken this opportunity in support of public safety.
5. In recognition of the practitioners who practice in IBC-governed structures and meet national certification standards, we support the enactment of registration for interior designers in Alaska and the term “registered interior designer” for those who have attained the national credential (NCIDQ certification) and become registered with the state.
6. This shall not prohibit use of the term “interior designer”, nor prohibit interior design practice by non-registered practitioners whose practices are limited to IRC-governed structures, nor prohibit registered architects from practicing interior design.
7. Practice privileges associated with registered design professionals shall apply, including stamping and sealing drawings for non-bearing construction permitting purposes.
8. It is intended the registration be self-funded through registration and renewal fees and represented by the Alaska State Board of Registration for Architects, Engineers and Land Surveyors.

Please show your support for this initiative by signing below to define the profession, protect the public, and benefit the built environment in Alaska.

I support this Petition!

signature

title

date

printed name

email

phone

home address (for legislative district reference)

city
AELS JAN 2019 BOARD PACKET - PUBLIC

zip code

24. A. Continuing Education Discussion

At the November 2018 meeting the board began discussing the term “managerial content” as it relates to continuing education. At the end of the discussion, the Chair requested all board members to review the AELS Continuing Education website and be prepared to discuss continuing education requirements under new business.

The following pages contain an excerpt of the November 2018 meeting minutes on this topic and copy of Continuing Education Regulations (12 AAC 36.500 - .550).

AELS Continuing Education Webpage URL:

<https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BoardofArchitectsEngineersandLandSurveyors/ContinuingEducation.aspx>

1
2 The Board discussed the market for engineering and architecture and the potential for that having an effect
3 on registrations.

4
5 TASK: A. Jones will research and follow up with the board regarding why the revenue is lower than expected.
6

7 Kerr asked if we could notify people by email that their COA. A. Jones said the Department recently released
8 a new online feature called MY LICENSE that will allow people to renew online, update contact information
9 and opt-in to receive electronic notices about renewals and other important news in lieu of paper
10 communications. A. Jones explained that MY LICENSE was rolled out in May and the new online renewal
11 would be available for the next renewal cycle. A. Jones added that applicants will also be allowed to submit
12 and check the status of their applications through MY LICENSE
13

14 Kerr asked if companies get information when their COA has lapsed. Kerr asked about sending additional
15 notices. R. Jones explained that a lot of firms are out of state and typically they won't renew their license until
16 they have a job to bid on in Alaska.
17

18 *AELS_11.02.2018_A_02:32:36*

19 Kerr requested the board discuss the term "managerial content" as it relates to continuing education. The
20 Chair agreed that there are two statements within the continuing education requirements that are not in
21 harmony. He explained one statement says the board allows it and another statement in the regulations says
22 the continuing education must be health, safety, and welfare, and asked the board to consider where those
23 two intersect.
24

25 R. Jones commented that courses related to managing an effective business that offers these types of services
26 would be appropriate because if a company is not managed properly that could affect the public. The Chair
27 asked if the board would be okay with someone taking twenty-four hours of management courses.
28

29 R. Jones said the board could consider limiting the amount of hours of managerial content. Johnston
30 commented that managerial content may be the most relevant type of courses for someone who doesn't do
31 technical work anymore, but manages the company. The Chair asked if they are stamping drawings. Johnston
32 said they may be if the work was within their knowledge base. Kerr respectfully disagreed, stating if they need
33 a stamp then they need the underlying skills and that is what continuing education is for. Kerr said while the
34 managerial content is critical for them to effectively run a business and safely provide those services, they
35 need to maintain the technical skills as well. Johnston noted that there are limitations in other categories (e.g.
36 publications, involvement in an organization) and suggested the board consider something along those lines.
37

38 Kerr asked if the board could agree that managerial content related to those skills required to effectively
39 provide those professional activities defined in Alaska Statutes 08.48 or does the board feel any managerial
40 content is acceptable.
41

42 Hale said the CEO of his company is a PLS, but he is not surveying now and most of his classes would likely
43 be managerial. Hale added that the CEO does not stamp anything now. Hale said the staff stays proficient in
44 the technical skills, while the CEO is in charge of orchestrating the entire organization to make sure it is all
45 professional level work.

1
2 Mott said he is torn because he spends a fair amount of time and resources training staff on cost estimating
3 and other topics that fall under good business practices, that he believes are beneficial for his staff to be
4 trained and become competent in. Mott added that he would not advise his staff to count that type of
5 training as continuing education. Kerr asked where the line is.
6

7 R. Jones asked the board how often financial issues, and cutting corners have caused harm to the public. Mott
8 said the options provided to a client should all be technically appropriate. Koonce asked if other states have
9 already addressed this. A. Jones responded that there was a discussion at NCARB's MBE committee meeting
10 regarding this topic and said other jurisdictions that do not pre-approve courses, also struggle with this issue.
11 A. Jones said some of the jurisdictions put parameters around the content types and/or delivery methods.
12

13 Hale reminded the board to consider the career path of the individual and acknowledge that the type of
14 continuing education courses may change as that person's job changes. Hale argued that a registrant should
15 be modifying courses based upon what they are doing to most effectively protect the public.
16

17 The board reviewed the criteria listed under 12 AAC 36.510(g)(1-5) regulations and the document entitled
18 *Instructions for Meeting Requirements of Continuing Education for Architects, Engineers, Land Surveyors and Landscape*
19 *Architects.*
20

21 Mott said he does not feel he can be any less technical in his profession, but that he just needs those other
22 skills as well now. Mott added that he agrees managerial courses and best practices do affect technical
23 solutions.
24

25 Johnston reminded the board of the registrant that had taken several safety courses that were geared towards
26 protecting himself rather than the public. The Chair said he believed a project management course that helps
27 ensure you are turning out a well-coordinated product would be acceptable, but did not believe a course on
28 how to run an accounting software would qualify. Mott responded that there needed to be a clean break
29 between qualifying and non-qualifying content. Kerr directed the board to the continuing education criteria
30 outlined under 12 AAC 36.510(g)(1-5) and noted that it specifies that the content must be relevant to the
31 practice of architecture, engineering, land surveying, or landscape architecture. Kerr reiterated that he
32 managerial content cannot exist without relevance to the professions. Mott responded that it still leaves a gray
33 area. Kerr said the applicant needs to be able to demonstrate how the managerial content meets the five
34 elements of 12 AAC 36.510(g)(1-5). Kerr said if a registrant can demonstrate that connection he would
35 approve it.
36

37 Kerr recommended requiring additional explanation be provided by those registrants that submit courses
38 where the relevancy is questionable. Johnston agreed with the approach rather than the current process where
39 staff is doing the majority of the leg work. Several members agreed. Mott asked A. Jones how the continuing
40 audit affects staff time. A. Jones responded that she spends a significant amount of time looking up course
41 information on websites, contacting course providers, and reaching out to board members for guidance. A.
42 Jones said she does request additional information directly from registrants, but that the level of
43 responsiveness varies greatly. A. Jones offered to draft a form letter that requests the registrant provide an
44 explanation of how a particular course or courses meet the criteria in 12 AAC 36. 510(g)(1-5).
45

1 Mott expressed his support of a form letter and said that the responsibility to justify the relevancy should be
2 on the registrant and not A. Jones. Several board members agreed. Koonce advised A. Jones to send the
3 information to a board member if there is still any uncertainty after the response is received.

4
5 The board discussed course content that is part of the job vs. related to the profession. Kerr said the language
6 is already in the regulation. Koonce agreed and recommended A. Jones proceed with developing a form
7 letter.

8
9 TASK: R. Jones offered to draft the language for the form letter requesting further explanation on how
10 continuing education courses meet the criteria outlined in 12 AAC 36.510(g)(1-5).

11
12 The board recommended adding the information to the guidance manual. R. Jones suggested including a
13 statement such as “If disapproved by board, be prepared to provide additional justification.”

14
15 The Chair said there is an organization that approves CE providers, who make sure the courses meet certain
16 standards and noted there may be an opportunity for the board to indicate that if courses are certified by X,
17 then it is approved. Mott provided examples of providers that would likely be on the list and some of the
18 course offerings from those organizations that are not acceptable.

19
20 Koonce asked if the MBE committee had a form that the board may be able to use. A. Jones explained that
21 the form was more of an evaluation form to be completed by the registrant who took the course. The Chair
22 noted that NCEES offers a continuing education repository for engineers and surveyors to utilize.

23
24 Koonce said he liked R. Jones statement about justifying your continuing education and recommended it be
25 put in the Guidance Manual.

26
27 Johnston suggested providing a template to track their continuing education credits. The Chair said the form
28 is available on the website. Johnston recommended expanding the form to include additional fields and
29 converting it to an excel spreadsheet.

30
31 TASK: A. Jones will look at updating the Continuing Education form and developing an excel template.

32
33 TASK: A. Jones will work with R. Jones on adding continuing education information to guidance manual and
34 CE website.

35
36 TASK: The Chair requested that all board members review the CE website. A. Jones will add CE
37 requirements under new business.

38
39 A. Jones mentioned she has noticed discrepancies between the amount of carry forward listed on renewal
40 applications and what is documented on the Continuing Education Report. A. Jones explained that she has
41 been reviewing registrant files and working with them to confirm carry forward amounts, and then
42 documenting the hours/courses that are eligible for carry forward.

43
44 R. Jones recommended putting the responsibility on the registrant to indicate which courses they submitting
45 for the audit and which hours/courses they intend to carry forward.

ARTICLE 5.
**CONTINUING EDUCATION FOR PROFESSIONAL ARCHITECTS,
ENGINEERS, LAND SURVEYORS, AND LANDSCAPE ARCHITECTS.**

Section

500. Purpose of continuing education

510. Continuing education requirements

520. Computation of continuing education credit

530. Exemptions

540. Record keeping and review of records

550. Definitions

12 AAC 36.500. PURPOSE OF CONTINUING EDUCATION. The purpose of the continuing education program is to maintain a continuing level of competency and standards for professional architects, engineers, land surveyors, and landscape architects, in order to promote the public health, safety, and welfare within this state.

Authority: AS 08.48.071 AS 08.48.101

12 AAC 36.510. CONTINUING EDUCATION REQUIREMENTS. (a) Unless exempted under 12 AAC 36.530, a professional architect, engineer, land surveyor, or landscape architect must meet the continuing education requirements of 12 AAC 36.510 – 12 AAC 36.550 as a condition of the renewal, reinstatement, or reactivation of the professional architect, engineer, land surveyor, or landscape architect registration.

(b) Unless exempted under 12 AAC 36.530, a professional architect, engineer, land surveyor, or landscape architect seeking renewal, reinstatement, or reactivation of a professional architect, engineer, land surveyor, or landscape architect registration shall submit, on a form provided by the department, a certification that the professional architect, engineer, land surveyor, or landscape architect has met the continuing education requirements of 12 AAC 36.510 – 12 AAC 36.550.

(c) To renew a professional architect, engineer, land surveyor, or landscape architect registration, a professional architect, engineer, land surveyor, or landscape architect must obtain 24 professional development hours during the 24 months immediately preceding that registration period.

(d) To reinstate a lapsed professional architect, engineer, land surveyor, or landscape architect registration, a professional architect, engineer, land surveyor, or landscape architect seeking reinstatement must obtain 24 professional development hours during the 24 months immediately preceding the application for reinstatement of the professional architect, engineer, land surveyor, or landscape architect registration.

(e) A professional architect, engineer, land surveyor, or landscape architect who obtains more professional development hours during a biennial registration period than needed to qualify for renewal or reinstatement of the professional architect, engineer, land surveyor, or landscape architect registration may apply up to 12 of the excess professional development hours to the continuing education requirement for the subsequent biennial period for professional architect, engineer, land surveyor, or landscape architect registration.

(f) A professional architect, engineer, land surveyor, or landscape architect holding multiple registrations in the state is required to earn the total number of professional development hours of continuing education as those required for a single registration holder. However, at least eight hours of the professional development hours must be in each registration held.

(g) Continuing education courses or activities are not pre-approved by the board, but must meet the following criteria:

(1) the subject matter must address the public's health, safety, and welfare by instructing in the proper planning and design in the area of the registrant's registration or discipline, for the construction of buildings, structures, infrastructure, or the spaces within and surrounding such facilities, preservation and enhancement of land use and natural land features, measuring and locating land for property boundaries, platting, planning and design of subdivisions, or the preparation and perpetuation of maps or record plats so that generally

- (A) risk of injury to persons or property is minimized;
- (B) the results are durable and environmentally friendly;
- (C) the results function properly in all relevant respects; or
- (D) the results enhance the general welfare of the public;

(2) the course or activity must be relevant to the practice of professional architecture, engineering, land surveying, or landscape architecture, and may include technical, ethical, or managerial content;

(3) the course or activity must be designed to maintain, improve, or expand professional architect, engineer,

land surveyor, or landscape architect skills and knowledge;

(4) each course or activity must be well organized and the content presented in a sequential manner; and

(5) the presentation must be made by persons who are well qualified in the subject by education or experience in the subject.

(h) The sponsoring organizations that provide continuing education may be an educational institution, a professional association, or a business or governmental organization. Sponsoring organization's continuing education that satisfies the requirements of this section includes the professional architect's, engineer's, land surveyor's, or landscape architect's

(1) successful completion of college courses;

(2) successful completion of continuing education courses;

(3) successful completion of short courses, tutorials, correspondence, web-based courses, and televised or videotaped courses;

(4) attending seminars, in-house workshops, or professional or technical presentations at meetings, conventions, or conferences;

(5) authoring published papers, articles, or books;

(6) serving as an officer or actively participating in a committee of professional or technical societies; and

(7) teaching or instructing the activities listed in (1) – (4) of this subsection.

(i) A professional architect, engineer, land surveyor, or landscape architect who also holds a registration as a professional architect, engineer, land surveyor, or landscape architect in another licensing jurisdiction may meet the requirements of 12 AAC 36.510 – 12 AAC 36.550 by establishing that the professional architect, engineer, land surveyor, or landscape architect has met the mandatory continuing education requirements for renewal of the professional architect, engineer, land surveyor, or landscape architect registration in the other licensing jurisdiction, if the mandatory continuing education requirements of the other jurisdiction are substantially similar to or exceed those of 12 AAC 36.510 – 12 AAC 36.550 at the time that continuing education credit is claimed.

(j) To reactivate a retired professional architect, engineer, land surveyor, or landscape architect registration, a professional architect, engineer, land surveyor, or landscape architect seeking reactivation must obtain 24 professional development hours during the 24 months immediately preceding the application for reactivation of the professional architect, engineer, land surveyor, or landscape architect registration.

Authority: AS 08.48.071 AS 08.48.101 AS 08.48.341

12 AAC 36.520. COMPUTATION OF CONTINUING EDUCATION CREDIT. (a) The board has final authority with respect to the acceptance of courses, activities, credits, professional development hour values, and other methods of earning continuing education credits. Continuing education credit is computed as follows:

(1) credit for college approved courses is based upon course credit established by the college;

(2) credit for qualifying seminars, in-house workshops, and professional or technical presentations is based on one professional development hour for each hour of attendance at the seminar, in-house workshop, or professional or technical presentation;

(3) attendance at qualifying programs presented at professional and technical society meetings, conventions, or conferences earns one professional development hour for each hour of attendance at the program;

(4) credit for published papers, articles, or books is

(A) based on one professional development hour for each hour of professional preparation of the paper, article, or book;

(B) determined by the professional architect, engineer, land surveyor or landscape architect; and

(C) subject to review and approval by the board under the standards set out in 12 AAC 36.510 – 12 AAC 36.550;

(5) credit for participating in professional and technical societies may be claimed for a year of service as an officer or in active participation in a committee of the society, based on one professional development hour for every two hours of service or participation; professional development hour credits under this paragraph are earned at the end of each full year of service or participation.

(b) The computation of credits of professional development hours is as follows:

(1) one unit of college semester credit equals 45 professional development hours;

(2) one unit of college quarter credit equals 30 professional development hours;

(3) one continuing education unit of professional architect, engineer, land surveyor, or landscape architect continuing education equals 10 professional development hours;

(4) one hour of a seminar, in-house workshop, or professional or technical presentation attended at meetings,

conventions, or conferences equals one professional development hour;

(5) one hour of initial instruction of the subject matter when teaching professional development courses, seminars, or professional or technical presentations equals two professional development hours; this provision does not apply to full-time faculty;

(6) up to 10 professional development hours per biennial registration period may be claimed for a published paper, article, or book, based on the amount of time and effort required to produce the paper, article, or book;

(7) for serving as an officer or actively participating in a committee of professional and technical societies, up to eight professional development hours per year may be claimed for each professional or technical society.

Authority: AS 08.48.071 AS 08.48.101

12 AAC 36.530. EXEMPTIONS. (a) A professional architect, engineer, land surveyor, or landscape architect is exempt from the continuing education requirements of 12 AAC 36.510 – 12 AAC 36.550 for the first biennial registration renewal period following initial issuance of the professional architect, engineer, land surveyor, or landscape architect registration.

(b) A professional architect, engineer, land surveyor, or landscape architect is exempt from the continuing education requirements of 12 AAC 36.510 – 12 AAC 36.550 for renewal of the professional architect, engineer, land surveyor, or landscape architect registration for the biennial registration period immediately following a period of service by the professional architect, engineer, land surveyor, or landscape architect on active duty in the armed forces of the United States exceeding 120 consecutive days within a 12-month period.

(c) A professional architect, engineer, land surveyor, or landscape architect who is in retired status under 12 AAC 36.115 is exempt from the continuing education requirements of 12 AAC 36.510 – 12 AAC 36.550 during the time the professional architect, engineer, land surveyor, or landscape architect is retired. A retired professional architect, engineer, land surveyor, or landscape architect who wishes to return to active practice as a professional architect, engineer, land surveyor, or landscape architect must meet the requirements of 12 AAC 36.115, including continuing education requirements applicable under 12 AAC 36.510(j).

(d) A professional architect, engineer, land surveyor, or landscape architect may request an exemption from the continuing education requirements of 12 AAC 36.510 – 12 AAC 36.550 by submitting a written request to the board that describes the reasons for the request and includes supporting documentation. If the board finds good cause, the board will grant an exemption under this subsection to a professional architect, engineer, land surveyor, or landscape architect who is experiencing a physical disability, serious illness, family emergency, or other extenuating circumstance.

Authority: AS 08.48.071 AS 08.48.101

12 AAC 36.540. RECORD KEEPING AND REVIEW OF RECORDS. (a) A professional architect, engineer, land surveyor, or landscape architect shall maintain records that may be used to verify professional development hours claimed under 12 AAC 36.510 – 12 AAC 36.550. These required records include

(1) a log showing the course or activity claimed, the sponsoring organization, the location and duration of the course or activity, the name of the speaker or instructor, and the unit of credit or number of professional development hours earned; and

(2) attendance verification records in the form of completion certifications, signed attendance receipts, receipts for the payment of tuition or fees, a copy of a list of participants signed by the speaker or instructor, or similar documents showing evidence of attendance.

(b) Records required under (a) of this section must include sufficient detail to permit verification during an audit, and must be maintained for at least four years from the date that the course or activity was completed.

(c) The board may request at any time that a professional architect, engineer, land surveyor, or landscape architect provide proof of compliance with the continuing education requirements of 12 AAC 36.510 – 12 AAC 36.550. A professional architect, engineer, land surveyor, or landscape architect must provide a copy of the records required under (a) of this section to the board no later than 30 days after receipt of a request for the records.

(d) Audits of compliance of professional architect, engineer, land surveyor, or landscape architect continuing education requirements will be conducted in accordance with 12 AAC 02.960.

Authority: AS 08.48.071 AS 08.48.101

12 AAC 36.550. DEFINITIONS. In 12 AAC 36.500 – 12 AAC 36.550, unless the context requires otherwise,

(1) “college” includes a community college and a university;

(2) “continuing education unit” means a uniform unit of measure for continuing education and training established by a nationally recognized professional or technical society acceptable to the board;

(3) “course or activity” means a unit of instruction

(A) with a clear purpose and objective to maintain, improve, or expand the skills and knowledge relevant to the practice of a professional architect, engineer, land surveyor, or landscape architect; and

(B) that meets the requirements of 12 AAC 36.510;

(4) “in-house workshop” means a seminar, program, or training session presented by a professional with expertise in the field of architecture, engineering, land surveying, or landscape architecture;

(5) “professional development hour” means not less than 50 minutes of instruction or presentation in a continuing education course or activity that meets the requirements of 12 AAC 36.510.

Authority: AS 08.48.101 AS 08.48.341

COMMITTEE NAME	MEMBERS	Tasks/ Notes from November Meeting
Investigative Advisory Committee	All Members	Respond to requests from AELS Investigator
Licensure Mobility	Chair: Koonce Members: Wallis, Urfer	Continue to evaluate current application process for potential improvements/ streamlining
Board Outreach	Chair: Hale Members: Full Board	<ul style="list-style-type: none"> • Schedule outreach in Juneau in conjunction with January meeting • Continue to identify audiences/ opportunities
Guidance Manual	Chair: Urfer Members: Full Board	Publication of updated version pending board approval
Legislative Liaison	Chair: Maynard Members: Fritz, Urfer	Identify sponsor for proposed legislation to update AS 08.48.341(15) to be more aligned with what is actually being practiced.
Emeritus Status	Chair: Maynard Members: Full Board	A. Jones confirmed w/ NCEES that once a person has been ratified by the NCEES Board as an emeritus (or associate) member, they remain as such until the board notifies NCEES that they need to be removed.
Budget Committee	Chair: Koonce Members: Kerr, Vacant	
Continuing Education	Chair: R.V. Jones Members: Full Board	Review of CE Audit submissions continues. A. Jones will reach out to board members w/ questions as needed.

2019 STATE HOLIDAY CALENDAR

JANUARY

S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY

S	M	T	W	R	F	S
					NCEES BPA	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH

S	M	T	W	R	F	S
					NCARB Regional Summit	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL

S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY

S	M	T	W	R	F	S
			1	2	3	4
5	6	7		NCEES WZone		
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY

S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

S	M	T	W	R	F	S
				1	2	3
4	5	6		NCEES Annual		
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30			CLARB Annual TBD		

OCTOBER

S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER

S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER

S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

State Holidays

Date	Holiday
01/01	New Year's Day
01/21	MLK Jr.'s Birthday
02/18	Presidents' Day
03/25	Seward's Day
05/27	Memorial Day
07/04	Independence Day

 Holiday

State calendar maintained by the Division of Finance, Department of Administration
<http://doa.alaska.gov/calendars.html>

Biweekly employees please refer to appropriate collective bargaining unit agreement for public information regarding holidays.

State Holidays

Date	Holiday
09/02	Labor Day
10/18	Alaska Day
11/11	Veterans' Day
11/28	Thanksgiving Day
12/25	Christmas Day

CLARB – Summary of Reports & Correspondence

- In December 2018, CLARB reached out to all member boards to review and update information on the CLARB website and its requirements, so CLARB staff will be more equipped to:
 - respond to legislative and other data requests
 - provide accurate information to exam candidates and licensees
 - share updated information with all member boards for comparison purposes

The AELS Executive Administrator conducted a thorough review of Alaska’s information, provided updates and recommendations on how to further clarify requirements.

- CLARB distributed a survey to collect data re: licensing military members and spouses as part of their continued efforts to monitor threats to landscape architecture regulation and give thought to the “rethink regulation” initiative.

NCARB – Summary of Reports & Correspondence

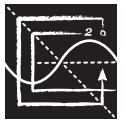
- **Northern Mariana Islands Joins NCARB Membership** - NCARB certified architects can now apply for reciprocal license in the Northern Mariana Islands.
- **NCARB Preparing for Centennial** – 2019 marks the 100th anniversary of NCARB. All member boards were asked to provide a history of architectural registration and their boards. Here are a few highlights from Alaska:
 - **First Board Meeting:** The board held its first meeting on March 20, 1939 in Governor Troy’s office.
 - **First Architect License Issued:** June 21, 1939 to George A. Crossman
 - **First Woman Licensed as an Architect:** April 29, 1957 to Margaret G. Fritsch
 - **Examination:** In 1963 the Alaska Board begins administering NCARB’s national exam
- **Quality Service Commitment** – The Member Board Executive Committee reviewed comments related to NCARB Record Transmittals to help improve the transmittal process of applicant records to member boards, thus helping applicants with the application process. The MBE Committee has agreed to review feedback on a quarterly basis to help ensure transmittals are correct and complete, as well as continue to work with NCARB staff to update internal quality control processes.
- **2019 Regional Summit** – Members of the AELS board plan to attend the 2019 Regional Summit in March. The Regional Summit is the second largest meeting for NCARB and allows member board members an opportunity to focus on key issues at the regional level, as well as engage with NCARB staff and member board members nationwide. Attending board members expect to gain a broader perspective on the regulatory environment at both the regional and national levels that can then be shared with the full board and consider ways NCARB can better serve licensing boards.

NCEES – Summary of Reports & Correspondence

- **News Release 11/29/2018** - NTSB report on gas explosion emphasizes role of engineering licensure in public protection. The news release is provided on the following page.
- **NCEES Survey Task Force** requested information from all member boards that regulate surveying on how often test specifications are updated for state specific exams and how often state's compare state specific specifications to the NCEES Principles and Practice exam test specifications for redundancy.

The Alaska Land Surveying Examination (AKLS) test blueprint is reviewed by subject matter experts (SMEs) annually at a test development/review workshop. Updates are made if there are any changes made in the statutes, rules, or regulations that impact the practice of land surveying within the State of Alaska. At the annual workshop, the SMEs also compared the AKLS test blueprint to the NCEES FS and PS test specifications.

- **NCEES Exams Update**
 - **Spring 2019 Exam Registration & Dates** – Registration for the spring exams opened on November 26, 2018 and closes for examinees at 3:00 p.m. eastern time on **February 7, 2019**. The spring pencil-and-paper exams will be administered on **April 5 and 6, 2019**.
 - **PE Environmental** – Since November 26, 2018 examinees have been able to register and schedule computer-based-test (CBT) appointments, which are available year-round starting on April 1, 2019.
 - **PE Industrial and Systems** – The last pencil-and-paper administration will be offered in April 2019. This exam will transition to CBT in October 2020. **Note: there will be 18 months between these two administrations.**



NCEES

advancing licensure for
engineers and surveyors

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NEWS RELEASE

November 29, 2018

Contact: David Cox

Chief Executive Officer

dcox@ncees.org

NTSB report on gas explosion emphasizes role of engineering licensure in public protection

The release of the National Transportation Safety Board's report, *Natural Gas Distribution System Project Development and Review*, highlights the important protections that licensed professional engineers (P.E.s) provide the U.S. public. In this report, NTSB issued several recommendations concerning professional engineering licensure requirements. With its focus on competency and ethics, licensure is an essential safeguard for the public, and the National Council of Examiners for Engineering and Surveying (NCEES) supports the NTSB recommendations as necessary steps for public protection.

The safety recommendation report was issued on November 14, 2018, in response to a series of explosions and fires on September 13, 2018, in Merrimack Valley, Massachusetts. These explosions and fires followed the release of high-pressure natural gas into a low-pressure gas distribution system. They resulted in damage to 131 structures, including the destruction of at least five homes. One individual was killed, and at least 28 others were injured.

Among other findings, the NTSB report concludes that the gas company would probably have identified the omission of regulator-sensing lines—thereby preventing the error that led to this accident—if the company had performed a comprehensive constructability review that required all departments to review the project plans and had a P.E. approve, or seal, the plans. In sealing such plans, a professional engineer takes responsibility for their accuracy and completeness. The report notes that the company field engineer was not a licensed P.E. and that neither state law nor company policy required a licensed P.E. to develop or review engineering plans for public utilities.

In relation to professional engineering licensure, the NTSB report specifically recommends that Massachusetts eliminate the P.E. license exemption for public utility work and require a P.E. seal on engineering drawings for public utility projects. It further recommends that the gas company revise its engineering plan review process to ensure that a P.E. seals plans before work begins. The NTSB recommendations concerning P.E. licensure requirements are changes that would protect the public, and NCEES hopes that all the proper steps are taken to ensure that these recommendations are addressed.

Massachusetts is not alone in allowing license exemptions for certain groups of engineers. Each U.S. state and territory sets its own licensing laws, and the majority have some type of exemption, including those for engineers working in industrial, manufacturing, public utility, and transportation settings. Some federal agencies also have P.E. license exemptions for federal engineering projects. NCEES encourages other U.S. states, as well as federal agencies, to review this report and consider its recommendations for their own jurisdictions to avoid similar tragedies.

Professional licensing has one purpose: public protection. P.E.s must meet education and experience requirements and pass the required exams to establish that they can practice engineering without endangering the public. To maintain a license, a P.E. must adhere to a strict code of conduct, with the primary charge being to practice the

profession in a manner that protects the health, safety, and welfare of the public. A professional engineer who violates this obligation—either through incompetence or unethical actions—is subject to losing his or her license.

While we cannot go back and prevent what has already happened, we can work to ensure that proper steps are taken to prevent similar accidents. Public utilities is one of the many areas in which professional engineers can be called on to ensure that business activities adequately protect public welfare. As an organization committed to advancing licensure for engineers and surveyors, NCEES and its member licensing boards from all U.S. states and territories continue to focus on the fundamental goal of safeguarding the public. NCEES commends NTSB for taking this position to protect the U.S. public from incompetent or unethical practices.

James J. Purcell, P.E.
NCEES President

B. David Cox
NCEES Chief Executive Officer

ABOUT NCEES

The National Council of Examiners for Engineering and Surveying is a nonprofit organization made up of engineering and surveying licensing boards from all U.S. states, the District of Columbia, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands. Since its founding in 1920, NCEES has been committed to advancing licensure for engineers and surveyors in order to safeguard the health, safety, and welfare of the U.S. public.

NCEES helps its member licensing boards carry out their duties to regulate the professions of engineering and surveying. It develops best-practice models for state licensure laws and regulations and promotes uniformity among the states. It develops and administers the exams used for engineering and surveying licensure throughout the country. It also provides services to help licensed engineers and surveyors practice their professions in other U.S. states and territories. For more information, please visit ncees.org.

APPLICATIONS TO BE REVIEWED: 70 (This total is as of 1/09/19. If applicable, an updated total will be provided at the board meeting.)

FIELDS OF PRACTICE/DISCIPLINE	COMITY	EXAM	FIELDS OF PRACTICE/DISCIPLINE	COMITY	EXAM
AGRICULTURAL	0	0	METALURGICAL & MATERIALS	0	0
CHEMICAL	0	0	MINING & MINERAL	0	0
CIVIL	10	16	NAVAL ARCHITECTURE & MARINE	1	0
CONTROL SYSTEMS	0	0	NUCLEAR	0	0
ELECTRICAL	8	3	PETROLEUM	0	0
ENVIRONMENTAL	0	0	STRUCTURAL	6	2
FIRE PROTECTION	0	0	ARCHITECT	7	1
INDUSTRIAL	0	0	LANDSCAPE ARCHITECT	0	1
MECHANICAL	4	3	LAND SURVEYOR	3	5
TOTAL				39	31

REGISTRATIONS AND RENEWALS:

REGISTRATIONS	TOTAL	REGISTRATIONS	TOTAL
ARCHITECT	5	CORPORATIONS	3
LANDSCAPE ARCHITECT	0	LIMITED LIABILITY	8
LAND SURVEYOR	0	LIMITED PARTNERSHIP	0
ENGINEERS	64		

RENEWALS/REINSTATEMENTS/RETIRED	FIRM	INDIVIDUAL
RENEWALS RECEIVED BEFORE 12/31/2017	553	5209
RENEWALS RECEIVED ON/AFTER 01/01/2018	10	70
REINSTATEMENTS RECEIVED 10/01-12/31/2018	N/A	16
RETIRED REGISTRATIONS NEW 10/01-12/31/2018	N/A	01

EXAM RESULTS:

EXAMINATION	PASS	FAIL	NO SHOW	EXAMINATION	PASS	FAIL	NO SHOW
FE	19	40	0	PE	28	19	8
FS	1	0	0	PS	1	0	0
				AKLS	N/A	N/A	N/A

LICENSE VERIFICATIONS:

83

ADDITIONAL COMMENTS: