

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

## **MISSION STATEMENT**

**The board's mission is 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 professions in this state meet minimum standards of competency, and maintain such standards during their practice; and**
- enforcing the licensure and competency requirements in a fair and uniform manner.**

## OBJECTIVES

1. Ensuring that those entering these professions in this state meet minimum standards of competency, and maintain such standards during their practice; and

2. Enforcing the licensure and competency requirements in a fair and uniform manner.

## STRATEGIES

### ***a. Support license mobility by following national standards***

### ***b. Prepare university students for licensure***

- *Encourage licensing preparedness through UAA and UAF Engineering programs.*
- *Encourage Alaskan architecture and landscape architecture students to become licensed in Alaska*

### ***c. Maintain an effective outreach program***

- *Clarify the path to licensure for each discipline*
- *Share outreach program with license holders, licensure candidates, legislators, allied professions.*

### ***d. Provide Administrative Support***

- *Collaborate with Department to stabilize staffing and address institutional knowledge loss.*
- *Collaborate with Department to address meeting locations and outreach program challenges.*

### ***a. Protect HSW through effective Regulations***

- *Analyze and update regulations to simplify and maintain standards of the 3 Es (Education, Experience, Examination).*
- *Enforce regulations with prompt and thorough investigations.*

### ***b. Collaborate with design professionals***

- *Listen to, and address regulatory concerns.*
- *Interact with professional organizations on HSW matters.*

### ***c. Maintaining Competency through Continuing Education***

- *Update CE regulations to reflect model law.*
- *Simplify CE reporting forms and licensee CE record keeping.*

### ***d. Provide Administrative Support***

- *Empower staff to administer simple applications without Board review.*
- *Modify regulations to accept NCEES application files.*
- *Increase access to legal support.*
- *Support special projects to develop knowledge base of Board past actions*

**OBJECTIVE 1. Ensuring that those entering these professions in this state meet minimum standards of competency, and maintain such standards during their practice; and**

**STRATEGIES**

**2021 PLANNED ACTIONS (3.1.2021 – 2.28.2022)**

**a. Support license mobility by following national standards when updating statutes, regulations, and policies.**

1. Review proposed changes for consistency with relevant NCARB, NCEES, and CLARB standards.
2. Respond to the request to ease the licensing burden for military spouses.

**b. Prepare university students for licensure by**

- encouraging licensure preparedness at UA (and other) engineering and land surveying/geomatics programs.
- encouraging Alaskan architecture students to become licensed in Alaska.
- encouraging Alaskan landscape architecture students to become licensed in Alaska.

1. Send congratulatory letter to UA engineering and land surveying graduates.
2. Attend graduations, honors events, and Order of the Engineer Induction at UAA and UAF
3. Participate in student activities at UAA and UAF.
4. Appoint liaisons to applicable UAA and UAF Boards.
5. Present at 1 (or more) UAA weekly PDH Seminar series.

**c. Maintain an effective outreach program**

- Clarify the path to licensure for each discipline
- Share outreach program with license holders, licensure candidates, legislators, allied professions.

1. Develop and schedule at least 1 outreach project per discipline, per year, then complete an outreach report on each event.

**d. Provide Administrative Support**

- Collaborate with Department to stabilize staffing and address institutional knowledge loss.
- Collaborate with Department to address meeting locations and outreach program challenges.

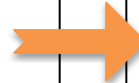
1. Identify administrative tasks that the Board can assist with while a new Executive Director is selected and oriented to the job.
2. Participate in Working Group with Division to review salaries, job descriptions, and similar personnel issues.

## OBJECTIVE 2. Enforcing the licensure and competency requirements in a fair and uniform manner.

### STRATEGIES

#### **a. Protect public HSW through effective statutes and regulations**

- Analyze/update regulations to simplify and maintain standards of the 3 Es.
- Enforce regulations with prompt and thorough investigations



### 2021 PLANNED ACTIONS (3.1.2021 – 2.28.2022)

1. Complete the regulation update project started in 2019.
2. Draft statute changes identified in 2019 in bill form, and obtain a bill sponsor.
3. Share investigation information with registrants, including patterns of complaints so registrants can be educated.
4. Improve early interventions with investigator cases to increase efficiency.
5. Develop a “lessons learned” summary with investigator and Board to increase consistency and share knowledge.

#### **b. Collaborate with design professionals**

- Listen to, and address regulatory concerns.
- Interact with professional organizations on HSW matters.



1. Meet with architectural, engineering, surveying, and landscape architecture societies to listen to comments on legislature’s proposed interior design licensing bill.

#### **c. Maintaining Competency through Continuing Education**

- Update CE regulations to reflect model law.
- Simplify CE reporting forms and licensee CE record keeping.



1. Study existing continuing education problems, and draft regulation changes to address.
2. Develop improved CE audit reporting forms and instructions to registrants.

#### **d. Provide Administrative Support**

- Empower staff to administer simple applications without Board review.
- Modify regulations to accept NCEES application files.
- Increase access to legal support.
- Support special projects to develop knowledge base of Board past actions



1. Identify statute and regulation changes that are necessary to empower staff to perform some level of application review/approval.
2. Draft regulation change to accept NCEES application files.



## Alaska Division of Corporations, Business and Professional Licensing

# Virtual Meeting Code of Conduct

I understand that by participating in any virtual board meeting or event hosted by the Division of Corporations, Business and professional Licensing, **I am agreeing to the following code of conduct:**

### Expected Behavior

- Because CBPL and its boards value a diversity of views and opinions, all board members, invited guests, members of the public, and division staff will be treated with respect.
- Be considerate, respectful, and collaborative with fellow participants.
- Demonstrate understanding that the board is following a business agenda and may reasonably change it to ensure meeting efficiency. Unless invited ahead of time to address the board, the chair may recognize members of the public to speak for a limited time during the public comment period.
- Recognize the chair has the authority to manage the meeting, and staff may intercede to assist, if needed.
- All participants are also subject to the laws applicable in the United States and Alaska.

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### Unacceptable Behavior

- Harassment, intimidation, stalking or discrimination in any form is considered unacceptable behavior and is prohibited.
- Physical, verbal or non-verbal abuse or threat of violence toward of any board member, invited guest, member of the public, division staff, or any other meeting guest/participant is prohibited.
- Disruption of any CBPL board meeting or hosted online session is prohibited.
- Examples of unacceptable behavior include:
  - Comments related to gender, gender identity or expression, age, sexual orientation, disability, physical appearance, body size, race, religion, national origin, political affiliation;
  - Inappropriate use of nudity and/or sexual images in presentations;
  - Use of music, noise, or background conversations as a disruption. While this may happen briefly or incidentally, prolonged or repeated incidents are prohibited.
  - Shouting, badgering, or continued talking over the speaker who has been recognized by the chair.

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### Reporting Unacceptable Behavior

If you or anyone else in the meeting is in immediate danger or threat of danger at any time, please contact local law enforcement by calling 911. All other reports should be made to a member of the senior management team.

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### **Consequences**

If the director of the division determines that a person has violated any part of this code of conduct, CBPL management in its sole discretion may take any of the following actions:

- Issue a verbal or written warning;
- Expel a participant from the meeting;
- Suspend attendance at a future meeting – both virtual and in-person;
- Prohibit attendance at any future CBPL event – both virtual and in-person;
- Report conduct to an appropriate state entity/organization;
- Report conduct to local law enforcement.



ALASKA STATE BOARD OF REGISTRATION FOR  
ARCHITECTS, ENGINEERS, AND LAND SURVEYORS  
TENTATIVE AGENDA

**NOVEMBER 15<sup>TH</sup>, 2021 (DAY 1)**

**Zoom link:**

<https://us02web.zoom.us/j/82943610340?pwd=TUQyYnV6SnllUTUxdjN2NkpvK2g1Zz09>

**Teleconference:** 253-215-8782

**Meeting ID:** 829 4361 0340 **Password:** 727153

**Meeting Details**

Meeting Start Time: 9:00 a.m.

Meeting Start Date: 11/15/2021

Meeting End Time: 5:00 p.m.

Meeting End Date: 11/16/2021

Meeting Location: Robert Atwood Bldg, Anchorage, AK Room 106 or 1236

**Agenda**

- I. 9:00 am - Call to Order/Roll Call
- II. 9:02 am - Mission Statement
- III. 9:03 am – Strategic Plan Overview
- IV. 9:08 am - Virtual Meeting Code of Conduct
- V. 9:10 am - Review/Amend/Approve Agenda
- VI. 9:15 am - Review/Approve Minutes from August 11-12<sup>th</sup>, 2021 Board Meeting
- VII. 9:20 am – Board Orientation
  - A. AELS Board By-laws
  - B. Robert’s Rules for Small Boards 12<sup>th</sup> Edition

**Board Members:**

**Elizabeth Johnston**  
*Electrical/Mechanical  
(Chair)*

**Catherine Fritz**  
*Architect (Vice Chair)*

**Jennifer Anderson**  
*Civil/Environmental  
Engineer  
(Secretary)*

**Robert (Bob) Bell**  
*Land Surveyor*

**Jeffrey Garness**  
*Civil/Environmental  
Engineer*

**Loren Leman**  
*Civil Engineer*

**Edward Leonetti**  
*Landscape Architect*

**Jake Maxwell**  
*Land Surveyor*

**Randall Rozier**  
*Architect*

**Fred Wallis**  
*Mining Engineer*

**Vacant**  
*Public Member*

**Board Staff:**

**Sara Neal**  
*Executive  
Administrator*

**Vacant**  
*Licensing Examiner*

**Upcoming  
Meetings:**

February 2022  
May 2022  
August 2022

- VIII. 9:30 am - Ethics Reporting
- IX. 9:35 am - Licensing Examiner Report
- X. 9:45 am – Investigative Report
- XI. 10:00 am- Division Update
  - A. 4<sup>th</sup> Quarter Update
  - B. Military Spouse/Temporary License Proposed Regulation
- XII. 10:45 am- Break
- XIII. 11:00 am – Old Business
  - A. Status of regulation project - FAQs
  - B. Status of regulation project to review 12AAC 36.068
  - C. Status of regulation project to review 12AAC 36.180
  - D. Status updates:
    - 1. Legal response to “direct supervisory control”
- XIV. 11:30 am – Public Comment
- XV. 12:00 pm - Lunch
- XVI. 1:00 pm – New Business
  - A. CLARB Uniform Standards
  - B. Renewal requesting medical exemption
  - C. Retire license from CE Audit
  - D. CE Regulation 12AAC 36.520 (5) –“one full year of service”
  - E. Draft regulations for application approval by staff
- XVII. 2:15 pm - Break
- XVIII. 2:20 pm – Application Review
- XIX. 5:00 pm – Recess for the day





ALASKA STATE BOARD OF REGISTRATION FOR  
ARCHITECTS, ENGINEERS, AND LAND SURVEYORS  
TENTATIVE AGENDA

NOVEMBER 16<sup>TH</sup>, 2021 (DAY 2)

Zoom link:

<https://us02web.zoom.us/j/86504556476?pwd=RXgxZ0NJWFg3czluODV4K3licEhTQT09>

Teleconference: 253-215-8782

Meeting ID: 865 0455 6476 Password: 435275

**Board Members:**

**Elizabeth Johnston**  
*Electrical/Mechanical  
(Chair)*

**Catherine Fritz**  
*Architect (Vice Chair)*

**Jennifer Anderson**  
*Civil/Environmental  
Engineer  
(Secretary)*

**Robert (Bob) Bell**  
*Land Surveyor*

**Jeffrey Garness**  
*Civil/Environmental  
Engineer*

**Loren Leman**  
*Civil Engineer*

**Edward Leonetti**  
*Landscape Architect*

**Jake Maxwell**  
*Land Surveyor*

**Randall Rozier**  
*Architect*

**Fred Wallis**  
*Mining Engineer*

**Vacant**  
*Public Member*

**Meeting Details**

Meeting Start Time: 9:00 a.m.

Meeting Start Date: 11/15/2021

Meeting End Time: 4:30 p.m.

Meeting End Date: 11/16/2021

Meeting Location: Robert Atwood Bldg, Anchorage, AK Room 106 or 1236

**Agenda**

- I. 9:00 am - Reconvene Meeting/Roll Call
- II. 9:05 am – NCARB Presentation
- III. 9:50 am – National Organization Updates
  - A. NCARB – WCARB Executive Committee Mtg
  - B. NCEES – Annual Business Meeting
  - C. CLARB – Annual Business Meeting
- IV. 10:10 am – Outreach Reports
- V. 10:15 am- Correspondence Received
  - A. Expiration of Engineering Records
  - B. Metallurgical Gain Experience Under a Mechanical Engineer

**Board Staff:**

**Sara Neal**  
*Executive  
Administrator*

**Vacant**  
*Licensing Examiner*

**Upcoming  
Meetings:**

February 2022  
May 2022  
August 2022

- VI. 10:45 am – Break
- VII. 10:55 am – Full Board Application Reviews
- VIII. 11:10 am – Statute Focus Groups Updates
  - A. Board Composition
  - B. Certificate of Authorizations
  - C. Definitions
  - D. Exemptions
- VI. 12:00 pm – Lunch
- VII. 1:05 pm – Committee Updates
  - A. Investigative Advisory Committee - (All)
  - B. Outreach Committee (Garness, Maxwell, Rozier, Wallis)
  - C. Continuing Education - (Johnston, Bell, Garness, Anderson, Leonetti)
    - 1. Survey
    - 2. Revised CEU forms for approval - (Johnston)
  - D. Legislative Liaison Committee - (Bell, Fritz, Garness, Leman, Leonetti)
    - 1. HB61 response
    - 2. HB15A response
  - E. Licensure Mobility Committee - (Johnston, Leman)
  - F. Guidance Manual Committee - (Rozier, Maxwell, Leonetti)
    - 1. Revise language on sealing calculations
    - 2. Clarify sealing “work of minor importance”
  - G. Emeritus Status Committee - (Wallis)
  - H. Planning and Implementation Committee - (Fritz, Leonetti)
- VIII. 2:15 pm - Break
- IX. 2:25 pm – Statute Working Group
- X. 3:30 pm – Review Action Item List
- XI. 3:40 pm - Upcoming Meeting Dates
  - A. Fire Marshall Meeting – 2/13/2022
  - B. AELS February Board Meeting – February 15-16<sup>th</sup>, 2022

- C. 2022 NCARB Regional Summit – March 2022
  - D. AELS May Board Meeting – May 10-11<sup>th</sup>, 2022
  - E. 2022 Western Zone Interim Meeting – May 19-20<sup>th</sup>, 2022
- XII. 3:50 pm - Read Applications into the Record
  - XIII. 4:10 pm - Board Member Comments
  - XIV. 4:30 pm - Adjourn Meeting

**STATE OF ALASKA**  
**DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT**  
**BOARD OF REGISTRATION FOR ARCHITECTS,**  
**ENGINEERS AND LAND**  
**SURVEYORS**

**MINUTES OF THE MEETING**  
**August 11-12, 2021**

*These are DRAFT minutes prepared by staff of the Division of Corporations, Business and Professional Licensing. They have not been reviewed or approved by the Board.*

By authority of AS 08.01.070(2), and in compliance with the provisions of AS 44.62, Article 6, a scheduled meeting of the Board of Registration for Architects, Engineers and Land Surveyors was held in person and virtually on August 11 and 12, 2021.

**1. Call to Order/Roll Call**

The meeting was called to order at 9:07 a.m.

Board members present, constituting a quorum:

Bob Bell, Land Surveyor

Catherine Fritz, Architect (Vice Chair)

Jeffrey Garness, PE Civil Engineer, Environmental Engineer

Elizabeth Johnston, PE, Electrical Engineer, Fire Protection Engineer (Chair)

Loren Leman, PE, Civil Engineer (joined 9:20am)

Ed Leonetti, PLA, Landscape Architect

Jake Maxwell, PLS, Land Surveyor

Randall Rozier, Architect

Fred Wallis, PE, Mining Engineer

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

Sara Neal, Licensing Examiner

Sharon Walsh, Deputy Director

Erika Prieksat, Investigator

Marilyn Zimmerman, Paralegal

Attending from the public: Chris Miller

Jennifer Anderson absence was excused by the Chair

Neal read the state Zoom policy: Please note that this meeting is being recorded. The audience may not participate in the meeting with the exception of public comment. If the board enters into executive session, all public attendees will be placed in the waiting room until the executive session concludes and the board returns to the record. Please note that if an attendee disrupts the meeting and does not allow the board to conduct the business

scheduled on the agenda, that attendee may be removed from the meeting.

## 2. **Mission Statement –**

*The boards mission is 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 professions in this state meet minimum standards of competency, and maintain such standards during their practice; and*
- *Enforcing the licensure and competency requirements in a fair and uniform manner.*

## 3. **Strategic Plan**

Johnston read the objectives from the strategic plan and pointed out that throughout the meeting they would revisit the strategic plan to ensure that action items were in line with the objectives.

## 4. **Virtual Meeting Code of Conduct**

Johnston stated that because AELS is doing a hybrid meeting with some attendees in person and some meeting virtually that AELS would use the virtual meeting codes of conduct so as to have a cohesive meeting as possible for everyone.

## 5. **Review/Amend/Approve Agenda**

Johnston pointed out that the agenda on Day 2 NCARB Presentation Item #3 had to be rescheduled for November and that Item #3 has been replaced with the statute project.

**On a Motion duly made by Ed Leonetti, seconded by Jake Maxwell and approved unanimously, it was RESOLVED to approve the agenda,**

## 6. **Review/Approve Minutes from May 19-20<sup>th</sup>, 2021 Board Meeting Edits**

Garness pointed out on the bottom of Page 2 that Senator Revak's last name was misspelled and Chair Johnston's last name was misspelled as Johnson.

**On a Motion duly made by Catherine Fritz, seconded by Jake Maxwell and approved unanimously, it was RESOLVED to approve the May 19-20<sup>th</sup>, 2021 meeting minutes, pending suggested edits.**

## 7. **Ethics Reporting**

Johnson stated that she and Maxwell would be attending the NCEES Annual Business meeting August 19-20<sup>th</sup> which will be all funded by 3<sup>rd</sup> party at no additional cost to the state. Fritz pointed out that she attended the Annual Business meeting virtually in June 2021.

## 8. **Licensing Examiner's Report**

Neal shared the number of applications to be reviewed during this meeting as well as quarterly information pertaining to licensure, renewal and examination. Johnston noted the amount of individuals who failed the PE exam and pointed out that as the Board considers

allowing applicants to sit for the PE right out of college so staff would no longer have to spend time re-approving them for licensure.

## 9. Correspondence Received

### a. Sealing Structural Engineering Calculations

An email came in asking the AELS Board to revisit the sealing of calculations issue. In 2007 the AELS board held the position that calculations do not require sealing. However, the language in the AELS Guidance Manual states on Page 23, paragraph 2 that “*Drawings, specifications, and calculations must have a signed and dated seal...*” The person requested that this language be taken out of the Guidance Manual as it contradicts past Board decisions as well as other language in the Guidance Manual. Fritz read from AELS Statute AS 04.48.221 (a) which states: “*When a registrant issues final drawings, specifications, surveys, plats, plates, reports, or similar documents, the registrant shall stamp the documents with the seal and sign the seal. The board shall adopt regulations governing the use of seals by the registrant.*” The Board concurred that the stamp on the submittal plans should cover everything in those plans and individual calculations do not need to be stamped. Johnston stated that she would make the language changes to the Guidance Manual and bring those changes to the Board for approval.

## 10. Investigative Report

Erika Priksat shared the investigative reported dated May 4<sup>th</sup> – July 28<sup>th</sup>, 2021. Investigations opened 14 cases and closed 15 cases. One person is on the probation report however their application is still in process. The search for a new investigator was unsuccessful during the last recruitment. A new recruitment is opening soon. There will be some delays in investigations due to staff shortages.

## 11. Review Action Item List

## 12. Executive Session

**On a motion duly made by Ed Leonetti, seconded by Fred Wallis, a call for a motion to enter executive session the Alaska Board of Registration for Architects, Engineers, Land Surveyors and Landscape Architects is resolved to enter executive session in accordance with AS 44.6 2.310 C. 2 and 3, and the Alaska constitutional right to privacy provisions for the purpose of reviewing Case # 2021-000207, a CE Audit Voluntary Surrender. Roll Call Vote – All voted YES. Motion Passed.**

Present in room or via Zoom: AELS Board, Marilyn Zimmerman, Sara Neal.

**On a Motion duly made by Jeff Garness, seconded by Fred Wallis and passed unanimously, it was RESOLVED to come out of Executive Session.**

**On a Motion duly made by Ed Leonetti, seconded by Fred Wallis having examined the voluntary surrender of Professional Mechanical Engineer registration in the matter of Michael Krepel, Professional Mechanical Engineer registration #AELM11557, Case**

**No. 2021-000207, the Alaska State Board of Registration for Architects, Engineers, and Land Surveyors hereby adopts the surrender in its entirety, effective immediately upon signature of this order in accordance with the approval by the Board. Motion passed through roll call vote.**

#### **11 Continued Action Item List Review -**

With regards to SB 21, AELS would like to waive application fees for military and military dependents.

**On a Motion duly made by Ed Leonetti, seconded by Catherine Fritz , it was RESOLVED to update renewal forms and comity applications to reflect military dependents and military to waive fees**

Fritz asked to add the line in that the AELS Board could only waive the fee within its authority in the event fee decisions were superseded by the division. Johnston highlighted the fact that there was no time limit for how many times this waiver would apply to renewals. Johnston asked if that was the intention of this motion. Leonetti responded that it was not his intention and the intention was to waive just the application fee. Fritz asked that the word “renewal” be stricken from the motion. Leonetti agreed with the friendly amendments. Amended motion reads the following:

**On a Motion duly made by Ed Leonetti, seconded by Catherine Fritz, it was RESOLVED to approve that within the authority of the AELS Board to create a new fee category to waive fees for military and military dependents on comity applications. Motion passed through roll call vote.**

#### **12. Division Update**

Walsh reported that the candidate for Executive Administrator’s application is waiting for approval from the governor’s office. The questions that had been forwarded to legal are now being moved forward and will be assigned soon. Neal will email the responses to the Board when legal responds.

The Division will prepare a response for Boards to SB 21 and share that during the November board meeting. The bill becomes effective January 2022.

#### **11 Continued Action Item List Review**

Johnston added action items to the Legislative Liaison Committee to prepare an AELS response to HB61. Fritz asked Johnston to add a Strategic Plan column to the Action Item List.

#### **13. Public Comment**

Chris Miller, president of Design Alaska, after looking through the board book commented on the issue of directly supervising an independent contractor that will be discussed in tomorrow’s board meeting. Miller would not say that employment means direct supervision. One can directly oversee the work without an employment contract. Miller also spoke to the sealing calculations topic. He felt like one’s stamp covers all work associated with it, but some things do not have plans associated with it, such as a soils report, so they need to be

signed. On the continuing education subject matter, Miller appreciates the hard work the board is doing to simplify the process and thinks AELS should continue using NCEES Model Law as a guideline for CE regulations.

- 14. Annual Report** – The following edits are needed: 1. Add public member, 2. Change Fred Wallis’ term expiration date, 3. Page 6 – FY20 should read FY21 and 4. the Public Hearing date in the second bullet should read FY 2022. 5. A third bullet should read SB 21 along with the comments AELS submitted in February 2020. 6. Bottom of Page 11 – FY21 should read FY22. 7. Change Page 15 as AELS does not have an MBE serving on a MBE Committee and instead put in narrative on the MBE Workshop. 8. Add section on NCEES Committee meetings to reflect travel Johnston will be doing for the committee she is serving on.

**On a Motion duly made by Catherine Fritz, seconded by Fred Wallis, it was RESOLVED to approve the AELS 2021 Annual Report as verbally amended. Motion passed through roll call vote.**

Recess for lunch  
Reconvene / Roll Call attendance 1:37pm

**15. Application Full Board Review:**

Nathanael Kohl – CE by Exam

Bell shared with the board that his experience included drafting and surveying which does not fit into the definition of responsible charge. Johnston encouraged Bell to call the verifier to clarify the experience of the applicant. Bell stated that he would call the verifier and report back to the Board tomorrow.

David Dinsmore – CE by Comity

Garness shared that he had an Industrial Technology degree. NCEES education equivalency found him to be five credits short of an engineering degree. He is licensed in 18 other states and has passed the PE exam. He has been licensed since 2012. Education Perspectives also performed a credentials evaluation and found his degree to be “substantially equivalent to a Bachelor’s degree program in Industrial Engineering Technology offered at an ABET-accredited institution in the United States.” Johnston pointed out that the board made a motion in November 2019 to only accept credential evaluations from NCEES. Johnston read out of 12AAC 36.105 which states that a comity applicant must meet the education requirements of 12AAC 36.063 TABLE B. According to his education documents, he does not meet the criteria of any scenario in TABLE B. Johnston pointed out that Sec 08.8.171 gives the board the authority to approve the education. Johnston said this should go before the board for a vote when Anderson calls in tomorrow.

**16. Old Business**

**Stale Applications** – there is a change to Centralized Regulation 12 AAC 02.915 to read “*Application form and verifications for licensure. (a) Except as otherwise provided in this title for a board, commission, or occupation, if upon receipt by the division of the last document required to complete an application file, the file contains an application form,*



*authorization for release of records form, or verification that is older than 12 months from the date the document was received by the division, the document will be considered to be stale and the applicant must resubmit the document or cause the document to be resubmitted as appropriate before the application will be considered by the division or a licensing board.”* Johnston proposed the question that if an applicant submitted an application in 1995 would the person’s application be stale if they had not let us know once a year that they wanted to keep their application open? Neal clarified that if someone had not let the division know once a year that they wanted to keep their application open, then the applicant would be notified, given 30 days to respond, and, if no response, they would be moved into abandoned status. The applicant would then need to start the whole process over again including paying the fees again. Under the stale application regulation, an applicant would need to resubmit an application as well as verifications of licensure if more than 12 months had passed. Maxwell pointed out that this topic came up because some land surveyors submitted applications before 2014 and under different regulations. Fritz asked how it applies to Sec 08.48.071 (e) that states *“the Department of Commerce, Community, and Economic Development shall, under AS 08.01.050, preserve the records under (a) of this section for the previous five years.”* If we have five years in statute, can we abandon an application after one year. Neal said she would get further clarification from the Division. Fritz stated that AELS should refer to the centralized regulation in its regulations. Johnston said that instead of adding reference to it in AELS’ regulations to instead include the information in the FAQs.

**Status of regulation project to review 12AAC 36.068** – The current regulation states that an applicant must apply to take LARE parts 1 and 2 then gain experience and then request permission to take parts 3 and 4. Leonetti is proposing to allow for applicants to sit for all four parts of the exam after receiving their degree. Fritz pointed out that Strategic Plan states that AELS is going to consider regulation and statutory changes to stay in line with national standards. Leonetti will write the language for the new regulation have both CLARB and ASLA review it and give feedback. He will bring it back to the board to vote on it.

Meeting recessed for the day at 4:15pm

Reconvene Meeting/Roll Call

Jennifer Anderson (for part of afternoon)

Bob Bell

Catherine Fritz

Jeffrey Garness

Elizabeth Johnston

Loren Leman

Ed Leonetti

Jake Maxwell

Randall Rozier

Fred Wallis

Emeritus Member Colin Maynard for part of morning session

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

Sara Neal, Licensing Examiner

Sara Chambers, Division Director

Attending from the public:

Torz Anderson, Will Webb

## **17. National Organization Updates**

**NCARB** – Fritz gave an update on the annual business meeting held in June. It was a hybrid meeting which Fritz attended virtually. She shared two of the seven resolutions that passed. One was that NCARB sun setted its opposition towards the licensing of interior designers and has moved to a neutral position on the issue. The second resolution Fritz discussed was regarding NCARB lowering national annual dues to \$1,000. The regional dues are still \$4,000. Koonce had been recognized during the March meeting. Neal, who attended the meeting in person, talked about how NCARB is encouraging the jurisdictions to begin thinking about the definitions they use for responsible charge in the practice of architecture because so many projects are a team effort not requiring one person to be taking responsibility for all the work.

**NCEES** – Western Zones – both Johnston and Anderson attended virtually. Engineers and Land Surveyors held separate forums. Both the FE and the PE exams were down in 2019/2021 due to the pandemic, but they are already back to normal levels for the 2020/2021 cycle. The PE Civil exam has been converted to a CBT as of January 2022. The big topics were legislation with regards to licensure and industrial exemptions. NCEES is encouraging jurisdictions to accept Engineering Technology degrees. Decoupling of exams and experience is also being talked about. Maxwell shared that during the surveyor forum NCEES talked about new ways to introduce young people to land surveying by using the TWIST program which is currently only being used in Michigan. Discipline action by different states was also discussed. The modular PS exam with the state specific exam being a modular is a hot topic for NCEES now.

**18. AELS Statute Project** - board reviewed document Alysia Jones had revised as well as the document that the board had written notes on in 2019. After reviewing these documents, it was decided to form the following focus groups to work on different sections of the statutes:

- a. Board Composition:** Bell, Leman, Leonetti, Wallis
  - i. Option 1: go from 11-13
  - ii. Board seat / # of registrants
  - iii. Do nothing
  - iv. EE or ME
  - v. Dual-registered
- b. Certificates of Authorization:** Garness, Johnston, Rozier
- c. Exemptions:** Fritz, Garness, Maxwell  
Focusing on federal and industrial exemptions
- d. Definitions:** Anderson, Fritz  
Will compare AELS definitions with national organizations' definitions

All focus groups will public notice a meeting between quarterly meetings where they will review their section of the statutes, make a list of proposed changes and introduce those changes during the November 2021 board meeting.

**19. Outreach Reports** – Bell shared that he had met with Senator Costello to talk about the makeup of the board. She told Bell that if the board wants to come up with a reconfiguration she would be willing to sponsor it. Johnston expressed her appreciation and said she would make note of that.

**20. Legislative Liaison Committee** – The Board looked at HB 15A which is dealing with temporary licenses and permits. In 08.13.175 it states *“An applicant who receives a temporary license may work only under the direct supervision and within physical presence of a person who's licensed in the area of practice for which the applicant has applied for examination.”* A change that is being proposed in this bill is that the language “valid for 90 days and nonrenewable” is being deleted. Also, item C, line 8 infers that a temporary license would be granted if an applicant is *“awaiting the results of an examination required for licensure in the occupation and meets the remaining qualifications and requirements for licensure in that occupation under this title.”* The regulation currently says *“A board established by this title may by regulation establish criteria for issuing a temporary courtesy licensed to nonresidents who enter the state”* Johnston would like the Legislative Liaison Committee to read the old regulations and the new regulations and write a letter to succinctly address the board’s concerns. Fritz suggested that the letter come back to the whole board for review during the November 2021 board meeting before it is sent.

HB61 – The Legislation Liaison Committee will be using the framework of the public testimony, and will go through the bill and articulate in more detail suggested language changes or other technical aspects that would support the licensing of interior designers under the AELS board. The response will not indicate that AELS is in favor of the bill but will try to make the bill more consistent with the other professions AELS licenses by cleaning up the language that is problematic. If the bill does go forward, it would at least be

in a format that the board could work with to the best of its ability. Fritz is concerned that by taking a neutral stance there could be a perception that the AELS board supports the bill. Johnston said that it would be better to be proactive and get the bill cleaned up before it becomes law and leave whether or not it becomes a law up to the elected officials. Bell suggested submitting proposed changes before it passes. Fritz wants to comment on the bill by inform the sponsor that parts of it are not relevant to the practice of interior design. Johnston asked the board to review the testimony that was submitted last April and give feedback to the Legislative Liaison Committee.

**18 continued** AELS Statutes Project– Fritz suggested that the board read through the statutes thoroughly and review the pdf document with the board’s notes on it. Johnston proposed sharing the statutes as a word document in a way that allows the focus groups to make changes to it. During the November 2021 meeting, all proposed changes would be reviewed. The goal is that by November the document would be in the language the board is ready to move forward with. Fritz said the finalized document should be ready before November so the final document could be sent to the board to read through before the November board meeting. Neal will clarify with the Division as to whether the board can share a document and not have it violate the open meetings act.

**20 Continued - Committee updates – Guidance Manual Committee** – will look to update the sealing section of the manual.

**Planning and Implementation Committee** – Fritz will add column to Action Item List and match actions with objectives. Board will plan on updating the Strategic Plan during the February 2022 board meeting in time for the annual report due June 30, 2022.

Recess for lunch

Reconvene / Roll Call attendance 1:01pm

Neal read the state Zoom policy: Please note that this meeting is being recorded. The audience may not participate in the meeting with the exception of public comment. If the board enters into executive session, all public attendees will be placed in the waiting room until the executive session concludes and the board returns to the record. Please note that if an attendee disrupts the meeting and does not allow the board to conduct the business scheduled on the agenda, that attendee may be removed from the meeting.

## **21. New Business**

- a. **Interpretation of “direct supervision” with regards to independent contractors in statute 08.48.221 (a)** – The following situation was proposed to Garness: engineer... wants to know if he could hire a non-licensed independent contractor to do construction slash engineer inspections for him and then use the data collected by the independent contractor to prepare record drawings, that would be sealed and signed by the engineer. In short, the person hired would not be licensed and would not be an employee of the engineer. Garness’ opinion is that you cannot have direct supervisory control over an independent contractor and therefore you cannot sign and seal their work. With that being the case, Garness would argue that he cannot hire an independent contractor to perform this subject’s inspections and then sign off on their work. Garness brought this to the board’s attention to ensure that the board is giving consistent responses when

participating in investigations. His concern is that engineers are hiring tech services to perform technical services and then stamp and sign their work. Independent contractors are not under the engineer's "control" when it comes to employee-related issues such as workman's comp, but yet they are under the engineer's supervisory control? The question is whether or not the engineer can have "direct supervisory control" as stated in statute 08.48.221(a) over an independent contractor. Fritz wondered why someone is stamping as-builts if they are not in responsible charge and supervising the crew on the job site. Fritz said it would be appropriate to take responsible charge and stamp the work if a technical person brought back information into the office for the next step in a project. If that was the case, then it would be appropriate to hire a contractor to do the technical work. Bell's made the distinction between technicians and designers. If someone is producing drawings and specifications then they need to be stamped and under direct supervision, but if it is an inspection for a soils report then it would not need direct supervision. Inspection reports are used to produce drawings and specifications that are stamped. Johnston shared that Alaska is one of 13 states that follow what's called the ABC test for determining if an individual is an independent contractor. Part A of the test asks if the individual is free from control and direction in connection with the performance of the service, both under the contract and for the performance of the service. Under Part A, an independent contractor is not told what to do which begs the question as to how they can be under "direct supervisory control." Part B of the ABC test states that the independent contractor must perform services outside the usual course of the business of the employer. The independent contractor cannot perform services for a business that the business itself offers. Part C goes on to say that independent contractors are individuals customarily engaged in an independently established trade occupation, profession, or business of the same nature as that involved in the service performed. Leman's opinion is that it does not really make a difference if you are an employee or a contractor in terms of doing work. What does make the difference is the level of supervisory control, the going over the scope of work, and the reviews of it. He believes that what is important is that we ensure that if an engineer is going to seal something that they have that direct supervisory control and involved in the project. Johnston suggested that this question gets forwarded to legal since the definition the ABC test uses for independent contractor seems to contradict being able to have direct supervisory control over the person. If the engineer is not in direct supervisory control, the person offering the service must be professionally licensed. Fritz suggested that the board have the individual refer to the ABC rules and not refer the question to legal. Garness pointed out that the individual would like to know the board's stance on this issue.

Jennifer Anderson joined the meeting at 1:15pm

Director Chamber joined the meeting at 1:30pm

- b. Johnston, on behalf of the board, had several questions for Chambers. With regards to the Centralized Statutes and Regulations, Chambers informed the board that the statutes are changed by the legislature, whereas the regulations are changed by Chambers based on input from staff. If the board had suggestions of changes for the Centralized Regulations, they would need to let Chambers know and she would take it into consideration. The AELS Statutes and Regulation supersede the Centralized Statutes and Regulations. Another question was concerning the Annual Report and the Travel

plan and whether or not those documents once submitted limited AELS to only those things mentioned in those documents. Chambers said that those documents are not binding, they inform the division what the travel preferences are of the board in the event the division had to prioritize travel. Chambers also let the board know that she is putting together a packet for all board members with regards to SB21. She will work with boards as far as what regulations may need to be adopted or clarified to comply with licensing military and military dependents.

- c. Continuing Education – the continuing education subcommittee met to look at updating regulations and revise the reporting form. The committee wanted to have a discussion with the whole board on statute 08.48.101 *“The board may adopt regulations to carry out the purpose of this chapter, including regulations (6). Establishing continuing education requirements for persons regulated by the structure that must be completed before a certificate may be renewed, the continuing education requirements may not exceed standards established by a national accrediting body or other recognized professional organization.”* The committee wanted the board’s opinion on the language in this statute as it was wondering if it leaves whether or not requiring continuing education is up to the board. Since the statute says, “may adopt” the question is if that implies that the board has the authority to “not adopt.” Bell suggested public noticing that the board will be having a conversation on continuing education so that the registrants could speak on the issue. Johnston shared that over the last two years the public has been invited to comment on this topic and will and should be continually engaged on this matter. Johnston proposed creating a regulation project to clean up the CE regulations using NCEES Model Rules as an example. She asked the Board whether or not it wanted to keep the requirement for it to all be health, safety and welfare. Garness expressed that he wanted the Board to consider if there is a need for CE’s and if there is, he would like to help streamline the process so that it is not so cumbersome. Wallis agreed with Garness in the need for streamlining the process and pointed out that as an older engineer the health, safety, and welfare classes are not as necessary as classes in business skills, soft skills with employees, and skills in relating to the younger engineers. Johnston asked Chambers if it was in the board’s best interest to include in the regulation language a listing of board-approved national organizations’ continuing education. Chambers said that it was and would make the process less cumbersome. She suggested considering the language “coursework sponsored by these organization or an ABET accredited organization will be accepted.” She went on to say that the board could require that the name of the accepted organization would need to be on the certificate so that during the audit it would simplify the process and make it very clear whether or not a class is approved or not. Johnston inquired of Chambers whether other boards require or restrict a certain number of hours in topics such as ethics, soft skills, business skills, etc. Chambers answered that it was common for other boards to do this and the require the rest of the hours to be health, safety, and welfare. Fritz encouraged the committee to go through the regulations and exclude the language that is cumbersome. Bell would like to invite owners of firms and registrants to be able to weigh in on the topic. He would like to hear what the design community has to say about it. Chambers suggested using the scoping regulation tool where a public notice goes out to all registrants asking for input on the regulations that the board is thinking about changing. Another option would be to use survey monkey to send a

survey out to all registrants who have opted in asking for feedback on possible changes to the CE regulations. Both of these tools could be used concurrently while the CE committee is meeting to review and propose changes to the CE regulations. Johnston wants the form that is submitted by those that are audited fixed before the next renewal cycle to ask for the information that is needed to do the audit in a more organized and consistent way.

**On a Motion duly made by Catherine Fritz, seconded by Bob Bell it was RESOLVED to empower the continuing education committee to pursue a scoping regulation project and design a survey monkey for the purpose of simplifying continuing education requirements.**

After motion was made, Johnston asked if anyone wanted to discuss this motion. Leonetti said he would be more comfortable voting if he heard from the whole board as to whether or not they wanted to simplify the CE regulations or eliminate the requirement for CEs. Johnston, Fritz, Anderson, Leman, Leonetti, Maxwell, Rozier, and Wallis agree with keeping and simplifying the CE requirements. Garness is not in favor of maintaining the requirement but will support the simplification process. Bell asked that the registrants be polled as to whether or not they still want to have the CE requirement. Fritz pointed out that if the results of the survey monkey and the scoping regulation point to “simplifying” means no CE requirements or no health, safety, welfare box to stay within, then she would support that. After the discussion, vote was taken on motion.

**Roll Call Vote – All voted yes. Motion passed.**

Johnston then asked if anyone wanted to join the Continuing Education Committee to which Leonetti responded affirmatively.

### **15 Continued – Application full board review**

**David Dinsmore** – Anderson felt that the board had leeway with evaluating education requirements according to statute. Fritz informed the board that she will support this individual’s application per statute 08.48.171 that states “*An applicant for registration as an architect, engineer, land surveyor, or landscape architect must be of good character and reputation and shall submit evidence satisfactory to the board of the applicant’s education, training, and experience.*” Although, Fritz does encourage a regulation project to close the loophole as the architects did. Something similar for engineers would be to say that unless you were licensed before a certain date, you must submit an NCEES model law record. NCEES would verify the education so the board would not have to evaluate the education. Because of the nature of this application, Fritz would like the whole board to vote on this application which Johnston agreed with.

**On a Motion duly made by Catherine Fritz, seconded by Jennifer Anderson, it was RESOLVED to conditionally approve David Dinsmore for licensure based on the statutory provision 08.48.171. Motion passed through roll call vote.**

Anderson left the meeting – 3:20pm

## 21 Continued – New Business

- d. Interpretation of “work of minor importance” in statute 08.48.221(b) an email had come in asking what is the definition of “minor importance” for stamping out of discipline. Another question would be if the person stamping needs to disclose the work on the plans that is of “minor importance” in another discipline. The statute reads *“When certifying design work of minor importance, the registrant shall identify that work on the document near the registrant's seal and take responsibility for all work prepared under the registrant's seal.”* This reads that a registrant does need to identify what is of minor importance near the registrant’s seal. Garness feels that this is a cumbersome process and the registrant should not have to identify all the work that is of minor importance. Leonetti asked about what “certifying design work” means. Johnston stated that by stamping it a registrant is saying that they are responsible for it. Garness agreed and said that if it was significant work then there would be another seal on it for that work. Johnston read 08.48.221(a) that states, *“The registrant, by affixing the registrant's seal to final drawings, specifications, surveys, plats, plates, reports, or similar documents, and by signing the seal, certifies that the documents were prepared by or under the registrant's direct supervision, are within the registrant's field of practice, or constitute design work of minor importance”* Bell pointed out that if a registrant seals work they are responsible for the work whether or not it is of minor importance or not so why have to point out what work is of minor importance? Fritz interpreted it to say that if a registrant sealed a document and was responsible for work of minor importance for a different discipline, but the plans on a different page was double stamped by the registrant in that different discipline then the work of minor importance would need to be noted by the registrant stamping the minor importance work that was out of discipline. It was concluded that if it is a dual stamped plan then it must be noted what work that stamp is covering. Johnston would like this conclusion to be added to the Frequently Asked Questions and the Guidance Manual.
- e. Interpretation of 12AAC 36.180(b) which states, *“The seal authorized for use by professional engineers is of the following design or a substantially similar electronic or digital representation of the design: ... The seal must reflect the branch of engineering authorized by the board. This identification is to be placed below the registrant’s name and preceding the registrant’s number on the seal as noted:”* (goes on to list all of the two letter abbreviations for engineering disciplines.) Garness pointed out that his license as the four-letter prefix that the division used to use. According to this regulation, he would have to include the two-letter abbreviation that is given in the regulation and followed by the four-letter prefix and then the numeric portion of the license number. Johnston proposed changing the language to say that only the numeric portion of a registrant’s license number needs to follow the two-letter discipline distinction.

**On a motion duly made by Jeff Garness, seconded by Bob Bell and passed unanimously, it was RESOLVED to approve amending 12 AAC 36.180 to modify the method of seal design as part of the 2019 regulation project that was approved in May of 2021.**



## 22. Upcoming Meeting Dates

- a. November board meeting dates: Johnston is not able to meet on the originally scheduled days of November 9-10<sup>th</sup>. The board meeting will be moved to November 15<sup>th</sup> and 16<sup>th</sup>.

- b. CLARB Annual Meeting

**On a motion duly made by Jake Maxwell, seconded by Fred Wallis and passed unanimously, it was RESOLVED to appoint Ed Leonetti as the voting delegate at the September 2021 CLARB annual business meeting.**

- c. NCARB Regional Meeting and the June 2022 Annual Business

**On a motion duly made by Jake Maxwell, seconded by Fred Wallis and passed unanimously, it was RESOLVED to send Catherine Fritz, Randall Rozier as the Executive Administrator or the Licensing Examiner to the NCARB 2022 Regional Meeting and the NCARB 2022 Annual Business Meeting.**

- d. 2022 NCEES Western Zones Interim Meeting

**On a motion duly made by Jake Maxwell, seconded by Fred Wallis and passed unanimously, it was RESOLVED to send Jennifer Anderson, Elizabeth Johnston, and any other fully funded delegate as appointed by the chair to the 2022 Western Zones Interim NCEES Meeting.**

- e. NCARB Examination Committee Meetings

**On a motion duly made by Jake Maxwell, seconded by Fred Wallis and passed unanimously, it was RESOLVED to send Catherine Fritz to the NCARB Examination Committee meetings.**

- f. NCEES Exam Policies and Procedures Committee Meetings

**On a motion duly made by Jake Maxwell, seconded by Jeff Garness and passed unanimously, it was RESOLVED to send Elizabeth Johnston to the NCEES Exam Policies and Procedures Committee meetings.**

- g. Fire Marshall Meeting – Feb 22-25, Anchorage, AK

Board will appoint attendee during the November meeting

Wallis appreciated being able to meet in person and felt like the board accomplished good things during the meeting. Wallis left meeting

**23. Read Applications Into the Record .**

**On a motion duly made by Jake Maxwell, seconded by Ed Leonetti and passed unanimously, it was RESOLVED to approve the following list of applicants for registration by comity and by examination with the stipulation that the information in the applicants' files will take precedence over the information in the minutes.**

<b>FIRST NAME</b>	<b>LAST NAME</b>	<b>TYPE OF LICENSE</b>	<b>AUGUST DECISION</b>
ANDREW	KNUTSON	CIVIL	APPROVED
ANDREW	RICKER	CIVIL	APPROVED
ANDREW	BRASHER	MECHANICAL	APPROVED
ANDREW	COUGHLIN	STRUCTURAL	APPROVED
BENJAMIN	FETTERHOFF	CIVIL	APPROVED
CAMERON	LESLIE	ELECTRICAL	APPROVED
CARLOS	GUTIERREZ	CIVIL	APPROVED
DANIEL	SEYMOUR	CIVIL	APPROVED
DAVID	WALL	CIVIL	APPROVED
GEORGE	ONORATO	CIVIL	APPROVED
HYEON	KIM	FIRE PROTECTION	APPROVED
JAMES	LASTOVICA	ARCHITECT	APPROVED
JAMES	ELLER	CIVIL	APPROVED
JAMES	RUEDLINGER	CIVIL	APPROVED
JEFFREY	COFFIN	CIVIL	APPROVED
JOE	SANDLIN	ARCHITECT	APPROVED
KATE	MCDEVITT	CIVIL	APPROVED
KERWYN	KING	ELECTRICAL	APPROVED
KEVIN	HALEY	MECHANICAL	APPROVED
LIANE	GEORGE	CIVIL	APPROVED
LOGAN	HUBER	CIVIL	APPROVED
MATTHEW	RUFFING	CIVIL	APPROVED
MATTHEW	TINSLEY	STRUCTURAL	APPROVED
MICHAEL	MCGUIRE	ELECTRICAL	APPROVED
MICHAELA	PETERSON	CIVIL	APPROVED
NATHAN	KAISER	CIVIL	APPROVED
NATHANIEL	BOLDS	STRUCTURAL	APPROVED
NOAH	HORNSBY	CIVIL	APPROVED
PATRICK	LOWRY	CIVIL	APPROVED
ROBERT	MCMICHAEL	CIVIL	APPROVED
RYAN	JEFFRIES	CIVIL	APPROVED
SEAN	MCDONALD	CIVIL	APPROVED

**On a motion duly made by Ed Leonetti, seconded by Jake Maxwell and passed unanimously, it was RESOLVED to conditionally approve the following list of applicants for registration by comity and by examination with the stipulation that the information in the applicants' files will take precedence over the information in the minutes.**

<b>FIRST NAME</b>	<b>LAST NAME</b>	<b>TYPE OF LICENSE</b>	<b>AUGUST DECISION</b>
AARON	FLETCHER	CIVIL	CONDITIONAL
BRADLEY	CRUICKSHANKS	CIVIL	CONDITIONAL
BRETT	KIRK	CIVIL	CONDITIONAL
BRUCE	ROCKWELL	ELECTRICAL	CONDITIONAL
DAVID	DINSMORE	CIVIL	CONDITIONAL
DAVID	FLYNN	CIVIL	CONDITIONAL
ELI	WARD	CIVIL	CONDITIONAL
ETHAN	TRICKEY	MINING	CONDITIONAL
EUAN-ANGUS	MACLEOD	CIVIL	CONDITIONAL
GRANT	WARNKE	CIVIL	CONDITIONAL
GREGORY	MICHAELSON	CIVIL	CONDITIONAL
JEFREY	JAKALSKI	ARCHITECT	CONDITIONAL
JENNIFER	DOUGHERTY	MECHANICAL	CONDITIONAL
JESSE	WARBOYS	FIRE PROTECTION	CONDITIONAL
JOHN	STREET	CIVIL	CONDITIONAL
KARL	DECOCK	ARCHITECT	CONDITIONAL
KRISTEN	NORTON	ELECTRICAL	CONDITIONAL
KURT	KARNATZ	MECHANICAL	CONDITIONAL
MARC	JACQUES	ELECTRICAL	CONDITIONAL
MARK	LEINGANG	CIVIL	CONDITIONAL
MELISSA	STUMP	CIVIL	CONDITIONAL
MICHAEL	EHLRICH	ARCHITECT	CONDITIONAL
NATHANAEL	KOHL	CIVIL	CONDITIONAL
NICHOLAS	MORIARTY	FIRE PROTECTION	CONDITIONAL
PETER	THOMSON	CHEMICAL	CONDITIONAL
RANGELL	SORIANO	CIVIL	CONDITIONAL
REZA	KASHANI	STRUCTURAL	CONDITIONAL
RICHARD	LEVINE	MECHANICAL	CONDITIONAL
ROBERT	BRAVO	CIVIL	CONDITIONAL
SABRINA	HANSEN	FIRE PROTECTION	CONDITIONAL
SAMANTHA	BUCHANON	CIVIL	CONDITIONAL
SAMUEL	KLUMP	CIVIL	CONDITIONAL
SCOTT	BEATTY	ELECTRICAL	CONDITIONAL
STEVEN	LEMMEL	CIVIL	CONDITIONAL

FIRST NAME	LAST NAME	TYPE OF LICENSE	AUGUST DECISION
TIJA	BAKER	MECHANICAL	CONDITIONAL
TIMOTHY	DEMARRE	ELECTRICAL	CONDITIONAL
ZACHARY	ASHBURN	ELECTRICAL	CONDITIONAL

**24. Board Member Comments**

Board members were thankful for the opportunity for some to meet in person. Fritz thanked everyone for a good meeting and looks forward to seeing everyone in person during the next meeting. Leonetti appreciated working through the topics together. Maxwell thanked everyone for their participation and help. He looks forward to reporting on the NCEES Annual Conference. Rozier appreciated the lively conversation. Garness enjoyed the diversity of thought. Leman thought there were good topics and discussion. He was glad that the board accommodated his schedule so that he could call in while with his family. Johnston appreciated the board working through a full agenda and enabling her to cross many items off of the action item list. She likes the ability to agree to disagree, and values the challenge of disagreeing perspectives as it helps her hone her logic on an issue. Fritz expressed her gratefulness to Neal for holding AELS together as the search for the EA continues.

Adjourn Meeting – 4:30pm

# Architects, Engineers, Land Surveyors, and Landscape Architects

## Bylaws

*May 2014*



DEPARTMENT OF COMMERCE, COMMUNITY,  
AND ECONOMIC DEVELOPMENT

*DIVISION OF CORPORATIONS, BUSINESS  
AND PROFESSIONAL LICENSING*

**BYLAWS**  
(Reference AS 08.48.101(a)(4))  
**STATE OF ALASKA**  
**BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS,  
LAND SURVEYORS, AND LANDSCAPE ARCHITECTS**  
**May 2014**

**ARTICLE I – Purpose**

The board’s mission is to protect the public health, safety, and welfare through regulation of the practice of architecture, engineering, land surveying, and landscape architecture by

1. ensuring that those entering these professions in this state meet minimum standards of competency, and maintain such standards during their practice; and
2. enforcing the licensure and competency requirements in a fair and uniform manner.

**ARTICLE II – Officers**

At the first meeting of each calendar year, the board shall elect or appoint from its members the following officers: chair, vice-chair, and secretary. The vice-chair shall act as chair in the chair’s absence. The secretary of the board shall act on behalf of the vice-chair in the vice-chair’s absence.

**ARTICLE III – Meetings and Procedures**

1. Board meetings are held as provided in AS 08.48.051.
2. Special meetings may be held as considered necessary by the board chair.
3. Public testimony at board meetings must conform to the published agenda and time limits on testimony may be established by the board chair.
4. In general, the board shall conduct its meetings under the most recent version of “Roberts Rules of Order.” In the exercise of the board chair’s discretion, strict adherence to those rules may be relaxed.
5. All permanent board members, including the chair, are entitled to vote on all matters that come before the board unless a conflict of interest causes a member to be recused. The temporary, advisory

landscape architect position may not vote, but may otherwise fully participate at board meetings. (Sec. 31, ch. 47, SLA 1998, as amended by sec. 2, ch. 46, SLA 2001; sec. 2, ch. 38, SLA 2005; and sec. 2, ch. 23, SLA 2009.)

6. If a former board member whose term on the state board has expired is serving on NCEES, NCARB, or CLARB committee, or as an officer of a regional or national board, at the time that the state board's membership expired, the former state board member may continue to serve on the NCEES, NCARB, or CLARB committee, or as an officer of a regional or national board, until the expiration of the former state board member's term on the NCEES, NCARB, or CLARB committee, or as an officer of the regional or national board.
7. The board chair may appoint two board members to an Investigative Advisory Committee. Those board members will meet once a month with the Division investigator assigned to the board to review complaints against licensees and make recommendations to the investigator.

#### **ARTICLE IV – Board Historical Information**

Board historical information shall be maintained by the executive secretary of the board.

#### **ARTICLE V – Conduct of Board Members**

All board members shall exercise good professional judgment as representatives of the board during and between meetings.

1. No board member may assert that he or she speaks on behalf of the Board unless specifically authorized to do so by the board.
2. In general, requests made by individual board members of the administration shall be made through, or by authorization of, the board.

#### **ARTICLE VI – Board Committees**

The board recognizes two types of committees: standing committees and special committees.

1. Standing committees are appointed for a definite time period to conduct specific assignments on behalf of the board. The board will provide a standing committee with instructions regarding its mission and the limits of its authority. Standing committees include

- A. Guidance Manual Committee;
  - B. Legislative Liaison Committee;
  - C. Investigative Advisory Committee;
  - D. Budget Committee.
2. Special committees are appointed to conduct preliminary research, coordination, and the formulation of conclusions and recommendations regarding significant issues facing the board. The board chair will appoint a chair of the committee and will provide the committee chair with written instructions in sufficient detail to accomplish the committee's assignment. A special committee shall prepare a schedule for the conduct of its activities, subject to approval by the board or the board chair.
3. The board chair shall determine the need for and assignment of members of a committee under the following general guidelines:
- A. Committee membership, mission, and duties will be determined by the board chair. The committee size depends upon the availability of board members and the complexity of the issue to be addressed.
  - B. Committees may be made up of one or more board members.
  - C. As a general rule, a board member should not serve as chair of more than one committee at a time.
  - D. A board member may not serve on more than three committees at one time.
  - E. Most committee work is expected to occur between scheduled board meetings. All board members should endeavor to actively participate in their assigned committees.
  - F. At scheduled board meetings each committee will provide a progress report.
  - G. The board may
    - (i) accept the committee's conclusions and recommendations as presented;



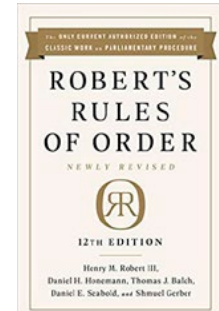
- (ii) accept the committee's conclusions and recommendations as altered or supplemented by the board;
- (iii) reject the committee's conclusions and recommendations and act on the issue as it considers appropriate; or
- (iv) return the issue to the committee with a request for further work by the committee.

**ARTICLE VII – Alaska Statutes Governing Board**

Alaska Statutes which govern board membership, conduct, and activities include:

AS 08.01.030	Quorum
AS 08.48	Architects, Engineers and Land Surveyors
AS 08.48.011	Board Created
AS 08.48.051	Organization and Meetings
AS 08.48.055	Executive Secretary of the Board
AS 08.48.281	Prohibited Practice
AS 39.52	Alaska Executive Branch Ethics Act
AS 39.52.960(8)(D) and (E)	Ethics Act Definitions
AS 40.25	Public Record Disclosures
AS 44.62	Administrative Procedure Act

# Small board rules are different



The different rules for small boards are one of the best-kept secrets of Robert's Rules of Order. If you serve on a small board (up to about 12 people) you may benefit from the flexibility that the rules for small boards offer.

*Robert's Rules of Order Newly Revised*, 12th edition ([the only current valid version of Robert's Rules](#)) says in section 49:21, "some of the formality that is necessary in a large assembly would hinder business" in small boards.

The book goes on to list seven significant bullet points about the ways that the rules for small boards are different.

Jurassic Parliament agrees with some of these rules, but not all of them. Read our thoughts on this below.

If your bylaws say that "meetings shall be run according to *Robert's Rules of Order Newly Revised*, latest edition," and your board has 12 or fewer members, you are fully entitled to use Robert's rules for small boards.

If you have a slightly larger board, up to about 20 people, you may also find the small board rules useful. In that case, you must adopt the rules you wish to use, which is easy to do. To learn how, see our post on "[What are special rules of order?](#)"

<b>ROBERT'S RULES FOR SMALL BOARDS</b> <i>Robert's Rules of Order Newly Revised</i> , 12th edition, section 49:21.	<b>JURASSIC PARLIAMENT COMMENTS</b> <i>"Yes" means we like the rule.</i> <i>"No" means we disagree with Robert.</i>
Members are required to obtain the floor before making motions or speaking, which they can do while seated.	Yes. It is always useful to require members to obtain the floor before making motions or speaking. This allows the chair to ensure that everyone has a chance to speak once before anyone speaks a second time. Yes to remaining seated, of course.
Motions need not be seconded.	No. We prefer that a second be required for any motion. Before a proposal takes up the group's time, there should be at least two people who want to talk about it.



<b>ROBERT'S RULES FOR SMALL BOARDS</b> <i>Robert's Rules of Order Newly Revised, 12th edition, section 49:21.</i>	<b>JURASSIC PARLIAMENT COMMENTS</b> <i>"Yes" means we like the rule. "No" means we disagree with Robert.</i>
There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.	Yes, <b>provided that</b> the rule that everyone has a chance to speak once before anyone may speak twice is strictly enforced.
Informal discussion of a subject is permitted while no motion is pending.	Yes, though it's useful to ask for a motion just as soon as the chair senses that the group is ready to formulate one.
Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced. Unless agreed to by unanimous consent, however, all proposed actions of a board must be approved by vote under the same rules as in other assemblies, except that a vote can be taken initially by a show of hands, which is often a better method in such meetings.	Yes, provided that someone, eventually, states in clear terms what is about to be voted on. What is "perfectly clear" to some members may be rather murky to others. This also relieves the secretary from having to guess just what the motion was when composing the minutes.
The chairman need not rise while putting questions to the vote.	Yes.
The chairman can speak in discussion without rising or leaving the chair; and, subject to rule or custom within the particular board (which should be uniformly followed regardless of how many members are present), he usually can make motions and usually votes on all questions.	<p>Yes as far as discussion goes. We believe that in most small boards, members want to hear what the chair thinks, and the chair should participate in debate.</p> <p>We suggest that boards adopt a rule that the chair debates and votes last, after others have spoken. This allows them to summarize discussion and to remain more impartial. Their voice and vote are heard, but are not given too much weight.</p> <p>No for making motions. We believe it is always better for the chair not to propose motions, because of the human tendency to show undue deference to the leader of a group. Motions should come from the members.</p> <p>As for voting, we leave it to the rule and custom of the particular board. In many small boards it makes sense for the chair to vote.</p>

#### **Article: Small board rules are different**

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# EXAMINERS REPORT- November 15-16<sup>th</sup>, 2021

## APPLICATIONS TO BE REVIEWED:

FIELDS OF PRACTICE/DISCIPLINE	COMITY		EXAM		FIELDS OF PRACTICE/DISCIPLINE	COMITY		EXAM	
	2020	2021	2020	2021		2020	2021	2020	2021
AGRICULTURAL	0	0	0	0	METALURGICAL & MATERIALS	0	0	0	0
CHEMICAL	1	0	0	0	MINING & MINERAL	0	0	0	0
CIVIL	19	13	4	6	NAVAL ARCHITECTURE & MARINE	0	0	1	0
CONTROL SYSTEMS	0	0	1	0	NUCLEAR	0	0	0	0
ELECTRICAL	9	4	2	4	PETROLEUM	1	0	1	0
ENVIRONMENTAL	0	0	1	1	STRUCTURAL	2	5	0	0
FIRE PROTECTION	1	0	2	0	ARCHITECT	10	8	1	1
INDUSTRIAL	0	0	0	0	LANDSCAPE ARCHITECT	0	1	0	0
MECHANICAL	5	5	7	3	LAND SURVEYOR	1	2	2	2
<b>TOTAL</b>						<b>49</b>	<b>38</b>	<b>22</b>	<b>17</b>

## REGISTRATIONS AND RENEWALS:

(July 1<sup>st</sup> – September 30<sup>th</sup>, 2021)

REGISTRATIONS	TOTAL	REGISTRATIONS	TOTAL
ARCHITECT	3	CORPORATIONS	5
LANDSCAPE ARCHITECT	0	LIMITED LIABILITY	2
LAND SURVEYOR	0	LIMITED PARTNERSHIP	0
ENGINEERS	38		

RENEWALS/REINSTATEMENTS/RETIRED	FIRM	INDIVIDUAL
RENEWALS RECEIVED BEFORE 9/30/2021	679	6242
RENEWALS RECEIVED ON/AFTER 10/05/2021	92	1633
REINSTATEMENTS RECEIVED	N/A	1
RETIRED REGISTRATIONS-1/1/2022	N/A	178

## EXAM RESULTS:

EXAM	PASS	FAIL	NO SHOW	EXAM	PASS	FAIL	NO SHOW	EXAM	PASS	FAIL	NO SHOW
FE	44	26	0	PE	36	22	1	AKLS	0	0	
FS	5	5	0	PS	4	1	0	SE		1	

<b>LICENSE VERIFICATIONS:</b>	<b>60</b>
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THE STATE  
of **ALASKA**

Department of Commerce, Community,  
and Economic Development

DIVISION OF CORPORATIONS, BUSINESS AND  
PROFESSIONAL LICENSING

550 West Seventh Avenue, Suite 1500  
Anchorage, AK 99501-3567  
Main: 907.269.8160  
Fax: 907.269.8156

**MEMORANDUM**

DATE: November 03, 2021  
TO: Architects, Engineers, and Land Surveyors  
THRU: Greg Francois, Chief Investigator<sup>ELP</sup>  
FROM: Patrick Kase, Investigator *Patrick J. Kase*  
RE: Investigative Report for the November 15, 2021 Meeting

The following information was compiled as an investigative report to the Board for the period of July 29, 2021 thru November 03, 2021; this report includes cases, complaints, and intake matters handled since the last report.

Matters opened by the Paralegals in Anchorage and Juneau, regarding continuing education audits and license action resulting from those matters are covered in this report.

**OPEN - 16**

<b><u>Case Number</u></b>	<b><u>Violation Type</u></b>	<b><u>Case Status</u></b>	<b><u>Status Date</u></b>
<b>ENGINEER</b>			
2021-001041	License application problem	Intake	10/22/2021
2017-001125	Violation of licensing regulation	Complaint	10/26/2017
2018-000851	Unprofessional conduct	Complaint	07/31/2018
2020-000410	Violation of licensing regulation	Complaint	04/28/2020
2020-000411	Violation of licensing regulation	Complaint	04/28/2020
2020-000445	Incompetence	Complaint	06/16/2020
2020-000565	Fraud or misrepresentation	Complaint	06/22/2020
2021-000423	Unprofessional conduct	Complaint	05/19/2021
2021-000561	Incompetence	Complaint	07/15/2021
2020-000840	Violation of licensing regulation	Monitor	

2021-000210	Continuing education	Investigation	06/30/2021
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**LAND SURVEYOR**

2020-000416	Violation of licensing regulation	Complaint	06/03/2020
2021-000459	Incompetence	Complaint	06/02/2021
2021-000667	Unethical conduct	Complaint	09/27/2021
2021-000675	Violation of licensing regulation	Complaint	10/06/2021
2021-000803	Unlicensed practice or activity	Complaint	08/30/2021

**Closed - 5**

<b><u>Case #</u></b>	<b><u>Violation Type</u></b>	<b><u>Case Status</u></b>	<b><u>Closed</u></b>	<b><u>Closure</u></b>
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**ARCHITECT**

2021-000547	License application problem	Closed-Intake	07/29/2021	Incomplete Complaint
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**ENGINEER**

2021-000702	Unethical conduct	Closed-Intake	09/13/2021	Incomplete Complaint
2021-000889	License application problem	Closed-Intake	09/23/2021	Review Complete

**MECHANICAL ENGINEER**

2021-000207	Continuing education	Closed-Investigation	09/07/2021	License Action
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**MINING ENGINEER**

2021-000677	License application problem	Closed-Intake	08/09/2021	Review Complete
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***END OF REPORT***

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

Summary of All Professional Licensing  
Schedule of Revenues and Expenditures

<b>Board of Architects, Engineers, and Land Surveyors</b>	<b>FY 14</b>	<b>FY 15</b>	<b>Biennium</b>	<b>FY 16</b>	<b>FY 17</b>	<b>Biennium</b>	<b>FY 18</b>	<b>FY 19</b>	<b>Biennium</b>	<b>FY 20</b>	<b>FY 21</b>	<b>Biennium</b>
<b>Revenue</b>												
Revenue from License Fees	\$ 1,983,134	\$ 309,524	\$ 2,292,658	\$ 1,312,092	\$ 201,239	\$ 1,513,331	\$ 909,305	\$ 161,305	\$ 1,070,610	\$ 932,985	\$ 146,310	\$ 1,079,295
General Fund Received										\$ -	\$ -	\$ -
Allowable Third Party Reimbursements	5,931	7,156	13,087	6,302	13,376	19,678	13,692	10,892	24,584	\$ 4,143	\$ -	\$ 4,143
<b>TOTAL REVENUE</b>	<b>\$ 1,989,065</b>	<b>\$ 316,680</b>	<b>\$ 2,305,745</b>	<b>\$ 1,318,394</b>	<b>\$ 214,615</b>	<b>\$ 1,533,009</b>	<b>\$ 922,997</b>	<b>\$ 172,197</b>	<b>\$ 1,095,194</b>	<b>\$ 937,128</b>	<b>\$ 146,310</b>	<b>\$ 1,083,438</b>
<b>Expenditures</b>												
Non Investigation Expenditures												
1000 - Personal Services	199,309	197,526	396,835	230,912	151,062	381,974	179,399	201,499	380,898	173,287	159,806	333,093
2000 - Travel	53,408	42,799	96,207	35,307	32,347	67,654	29,385	26,313	55,698	15,812	2,110	17,922
3000 - Services	81,489	50,246	131,735	70,609	38,839	109,448	45,487	59,467	104,954	35,084	43,162	78,246
4000 - Commodities	2,054	1,075	3,129	1,221	631	1,852	499	27	526	30	-	30
5000 - Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
Total Non-Investigation Expenditures	336,260	291,646	627,906	338,049	222,879	560,928	254,770	287,306	542,076	224,213	205,078	429,291
Investigation Expenditures												
1000-Personal Services	88,526	86,329	174,855	94,056	136,643	230,699	110,690	121,182	231,872	71,024	75,160	146,184
2000 - Travel	-	-	-	-	-	-	-	-	-	-	-	-
3023 - Expert Witness	-	-	-	-	-	-	-	-	-	-	-	-
3088 - Inter-Agency Legal	6,324	3,873	10,197	-	-	-	-	-	-	-	1,996	1,996
3094 - Inter-Agency Hearing/Mediation	264	314	578	-	134	134	58	-	58	-	-	-
3000 - Services other	-	-	-	-	-	-	-	670	670	208	429	637
4000 - Commodities	-	-	-	-	-	-	-	-	-	-	-	-
Total Investigation Expenditures	95,114	90,516	185,630	94,056	136,777	230,833	110,748	121,852	232,600	71,232	77,585	148,817
<b>Total Direct Expenditures</b>	<b>431,374</b>	<b>382,162</b>	<b>813,536</b>	<b>432,105</b>	<b>359,656</b>	<b>791,761</b>	<b>365,518</b>	<b>409,158</b>	<b>774,676</b>	<b>295,445</b>	<b>282,663</b>	<b>578,108</b>
Indirect Expenditures												
Internal Administrative Costs	182,000	102,583	284,583	216,777	183,444	400,221	190,072	176,749	366,821	187,122	160,058	347,180
Departmental Costs	67,160	62,382	129,542	68,567	103,670	172,237	95,712	96,635	192,347	66,632	61,722	128,354
Statewide Costs	41,217	33,442	74,659	19,550	33,286	52,836	32,420	32,978	65,398	32,186	32,250	64,436
<b>Total Indirect Expenditures</b>	<b>290,377</b>	<b>198,407</b>	<b>488,784</b>	<b>304,894</b>	<b>320,400</b>	<b>625,294</b>	<b>318,204</b>	<b>306,362</b>	<b>624,566</b>	<b>285,940</b>	<b>254,030</b>	<b>539,970</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 721,751</b>	<b>\$ 580,569</b>	<b>\$ 1,302,320</b>	<b>\$ 736,999</b>	<b>\$ 680,056</b>	<b>\$ 1,417,055</b>	<b>\$ 683,722</b>	<b>\$ 715,520</b>	<b>\$ 1,399,242</b>	<b>\$ 581,385</b>	<b>\$ 536,693</b>	<b>\$ 1,118,078</b>
<b>Cumulative Surplus (Deficit)</b>												
Beginning Cumulative Surplus (Deficit)	\$ (259,965)	\$ 1,007,349		\$ 743,460	\$ 1,324,855		\$ 859,414	\$ 1,098,689		\$ 555,366	\$ 911,109	
Annual Increase/(Decrease)	1,267,314	(263,889)		581,395	(465,441)		239,275	(543,323)		355,743	(390,383)	
Ending Cumulative Surplus (Deficit)	\$ 1,007,349	\$ 743,460		\$ 1,324,855	\$ 859,414		\$ 1,098,689	555,366		\$ 911,109	520,726	
										* Fee analysis recommended		
<b>Statistical Information</b>												
Number of Licenses for Indirect calculation	6,735	7,347		8,785	7,847		8,152	7,331		7,488	7,386	
<b>Additional information:</b>	<ul style="list-style-type: none"> <li>• Fee analysis required if the cumulative is less than zero; fee analysis recommended when the cumulative is less than current year expenditures; no fee increases needed if cumulative is over the current year expenses *</li> <li>• Most recent fee change: New fee added FY20</li> <li>• Annual license fee analysis will include consideration of other factors such as board and licensee input, potential investigation load, court cases, multiple license and fee types under one program, and program changes per AS 08.01.065.</li> </ul>											

Appropriation Name (Ex)	(All)
Sub Unit	(All)
PL Task Code	AEL1

Sum of Budgetary Expenditures Object Name (Ex)	Object Type Name (Ex)			Grand Total
	1000 - Personal Services	2000 - Travel	3000 - Services	
1011 - Regular Compensation	121,294.03			121,294.03
1014 - Overtime	2,518.81			2,518.81
1023 - Leave Taken	21,530.63			21,530.63
1028 - Alaska Supplemental Benefit	8,953.55			8,953.55
1029 - Public Employee's Retirement System Defined Benefits	703.58			703.58
1030 - Public Employee's Retirement System Defined Contribution	7,585.66			7,585.66
1034 - Public Employee's Retirement System Defined Cont Health Reim	5,355.99			5,355.99
1035 - Public Employee's Retirement Sys Defined Cont Retiree Medical	1,812.52			1,812.52
1037 - Public Employee's Retirement Sys Defined Benefit Unfnd Liab	16,692.34			16,692.34
1039 - Unemployment Insurance	279.63			279.63
1040 - Group Health Insurance	40,738.52			40,738.52
1041 - Basic Life and Travel	63.92			63.92
1042 - Worker's Compensation Insurance	1,230.23			1,230.23
1047 - Leave Cash In Employer Charge	2,845.75			2,845.75
1048 - Terminal Leave Employer Charge	2,005.12			2,005.12
1053 - Medicare Tax	2,039.19			2,039.19
1069 - SU Business Leave Bank Contributions	4.41			4.41
1077 - ASEA Legal Trust	162.65			162.65
1079 - ASEA Injury Leave Usage	12.82			12.82
1080 - SU Legal Trst	20.46			20.46
1970 - Personal Services Transfer	(970.70)			(970.70)
2007 - In-State Non-Employee Lodging		258.00		258.00
2008 - In-State Non-Employee Meals and Incidentals		300.00		300.00
2010 - In-State Non-Employee Non-Taxable Reimbursement		771.32		771.32
3001 - Test Monitor/Proctor			17,000.00	17,000.00
3002 - Memberships			23,175.00	23,175.00
3035 - Long Distance			6.12	6.12
3044 - Courier			188.57	188.57
3045 - Postage			216.79	216.79
3046 - Advertising			432.04	432.04
3066 - Print/Copy/Graphics			230.89	230.89
3088 - Inter-Agency Legal			3,450.86	3,450.86
1016 - Other Premium Pay	87.01			87.01
2000 - In-State Employee Airfare		126.61		126.61
2002 - In-State Employee Lodging		258.00		258.00
2003 - In-State Employee Meals and Incidentals		150.00		150.00
2005 - In-State Non-Employee Airfare		52.11		52.11
3085 - Inter-Agency Mail			886.24	886.24
2009 - In-State Non-Employee Taxable Per Diem		128.00		128.00
2013 - Out-State Employee Surface Transportation		114.19		114.19
2015 - Out-State Employee Meals and Incidentals		(47.92)		(47.92)
<b>Grand Total</b>	<b>234,966.12</b>	<b>2,110.31</b>	<b>45,586.51</b>	<b>282,662.94</b>



**FY 2021 CBPL COST ALLOCATIONS**

Name	Task Code	Direct Revenues	General Fund Received	3rd Party Reimbursement	Total Revenues	Direct Expense	Percentage of board licenses/total licensees:	Division cash receipt transactions % by Personal Services \$	Department certified transactions % by Fiscal Revenue \$	Indirect Expense (Total Non-PCN Allocated)	Percentage of program direct Personal Services:	Total Indirect Expenses	Total Expenses	2021 Annual Surplus (Deficit)
Acupuncture	ACU1	\$ 36,968		\$ -	\$ 36,968	\$ 3,734	\$ 2,929	\$ 227	\$ 1,227	\$ 4,383	1,106	\$ 5,489	\$ 9,223	\$ 27,745
Architects, Engineer	AEL1	\$ 146,310		\$ -	\$ 146,310	\$ 282,663	170,358	\$ 8,151	\$ 3,365	181,874	72,156	254,030	536,693	(390,383)
Athletic Trainers	ATH1	\$ 3,405		\$ -	\$ 3,405	\$ 8,349	1,130	\$ 151	\$ 545	1,826	2,555	4,381	12,730	(9,325)
Audiology and Speech Pathologists	AUD1	\$ 184,965		\$ -	\$ 184,965	\$ 26,607	19,352	\$ 3,798	\$ 2,168	25,318	7,919	33,237	59,844	125,121
Barbers & Hairdressers	BAH1	\$ 389,183		\$ -	\$ 389,183	\$ 281,634	160,440	\$ 20,062	\$ 3,044	183,546	74,255	257,801	539,435	(150,252)
Behavior Analysts	BEV1	\$ 10,060		\$ -	\$ 10,060	\$ 4,966	2,007	\$ 366	\$ 1,359	3,732	1,374	5,106	10,072	(12)
Chiropractors	CHI1	\$ 208,070		\$ -	\$ 208,070	\$ 137,019	8,211	\$ 1,918	\$ 1,757	11,886	33,229	45,115	182,134	25,936
Collection Agencies	COA1	\$ 17,325		\$ -	\$ 17,325	\$ 33,147	16,884	\$ 1,956	\$ 1,221	20,061	9,466	29,527	62,674	(45,349)
Concert Promoters	CPR1	\$ 6,670		\$ -	\$ 6,670	\$ 574	438	\$ 139	\$ 433	1,010	171	1,181	1,755	4,915
Construction Contractors	CON1	\$ 1,477,270		\$ -	\$ 1,477,270	\$ 496,407	211,690	\$ 23,771	\$ 4,084	239,545	87,635	327,180	823,587	653,683
Home Inspectors	HIN1	\$ 8,115		\$ -	\$ 8,115	\$ 6,676	2,629	\$ 542	\$ 849	4,020	2,016	6,036	12,712	(4,597)
Dental	DEN1	\$ 626,646	\$ 227,625	\$ -	\$ 854,271	\$ 225,301	61,307	\$ 8,719	\$ 2,188	72,214	52,317	124,531	349,832	504,439
Dietitians/Nutritionists	DTN1	\$ 6,360		\$ -	\$ 6,360	\$ 13,508	7,150	\$ 606	\$ 921	8,677	789	9,466	22,974	(16,614)
Direct Entry Midwife	MID1	\$ 142,945		\$ -	\$ 142,945	\$ 22,687	1,153	\$ 13	\$ 550	1,716	3,839	5,555	28,242	114,703
Dispensing Opticians	DOP1	\$ 31,870	\$ 107,465	\$ -	\$ 139,335	\$ 15,035	2,699	\$ 530	\$ 724	3,953	4,532	8,485	23,520	115,815
Electrical Administrator	EAD1	\$ 17,276		\$ -	\$ 17,276	\$ 67,402	21,174	\$ 1,666	\$ 1,097	23,937	9,238	33,175	100,577	(83,301)
Euthanasia Services	EUT1	\$ 2,800	\$ 6,200	\$ -	\$ 9,000	\$ 1,833	254	\$ 25	\$ 141	420	561	981	2,814	6,186
Geologists	GEO1	\$ 795		\$ -	\$ 795	\$ 793	300	\$ 227	\$ 270	797	242	1,039	1,832	(1,037)
Guardians/Conservators	GCO1	\$ 11,681	\$ 9,166	\$ -	\$ 20,847	\$ 637	369	\$ 101	\$ 319	789	130	919	1,556	19,291
Guide-Outfitters	GUI1	\$ 458,520		\$ -	\$ 458,520	\$ 405,369	33,352	\$ 12,731	\$ 3,618	49,701	84,929	134,630	539,999	(81,479)
Marine Pilots	MAR1	\$ 124,200		\$ -	\$ 124,200	\$ 51,354	3,183	\$ 442	\$ 1,133	4,758	13,521	18,279	69,633	54,567
Foreign Pleasure Craft	FPC1	\$ 77,010		\$ -	\$ 77,010	\$ 9,368	-	\$ 328	\$ 515	843	2,864	3,707	13,075	63,935
Marital & Family Therapy	MFT1	\$ 106,101	\$ 20,151	\$ -	\$ 126,252	\$ 37,587	3,022	\$ 669	\$ 910	4,601	10,124	14,725	52,312	73,940
Massage Therapists	MAS1	\$ 79,165	\$ 33,654	\$ -	\$ 112,819	\$ 197,556	28,739	\$ 3,772	\$ 1,874	34,385	53,692	88,077	285,633	(172,814)
Mechanical Administrator	MEC1	\$ 15,510		\$ -	\$ 15,510	\$ 56,147	13,309	\$ 1,035	\$ 754	15,098	8,674	23,772	79,919	(64,409)
Medical	MED1	\$ 2,597,830		\$ -	\$ 2,597,830	\$ 899,162	295,417	\$ 25,361	\$ 4,627	325,405	243,855	569,260	1,468,422	1,129,408
Mortuary Science	MOR1	\$ 22,708		\$ -	\$ 22,708	\$ 4,042	3,114	\$ 341	\$ 611	4,066	1,127	5,193	9,235	13,473
Naturopaths	NAT1	\$ 4,355		\$ -	\$ 4,355	\$ 7,091	1,130	\$ 126	\$ 460	1,716	2,034	3,750	10,841	(6,486)
Nurse Aides	NUA1	\$ 190,159		\$ -	\$ 190,159	\$ 226,749	94,590	\$ 9,602	\$ 1,885	106,077	40,678	146,755	373,504	(183,345)
Nursing	NUR1	\$ 4,487,396		\$ -	\$ 4,487,396	\$ 1,448,247	544,196	\$ 33,348	\$ 5,798	583,342	328,279	911,621	2,359,864	2,127,532
Nursing Home Administrators	NHA1	\$ 12,265	\$ 7,411	\$ -	\$ 19,676	\$ 6,051	1,407	\$ 126	\$ 473	2,006	1,384	3,390	9,441	10,235
Optometry	OPT1	\$ 131,950		\$ -	\$ 131,950	\$ 73,836	7,565	\$ 921	\$ 1,363	9,849	21,644	31,493	105,329	26,621
Pawnbrokers	PAW1	\$ 1,300		\$ -	\$ 1,300	\$ 60	507	\$ 50	\$ 110	667	18	685	745	555
Pharmacy	PHA1	\$ 1,121,447		\$ -	\$ 1,121,447	\$ 432,923	159,541	\$ 37,686	\$ 4,695	201,922	118,262	320,184	753,107	368,340
Physical/Occupational Therapy	PHY1	\$ 111,935		\$ -	\$ 111,935	\$ 134,328	43,570	\$ 5,413	\$ 3,184	52,167	39,979	92,146	226,474	(114,539)
Prescription Drug Monitoring Program	PDMP	\$ 191,320		\$ -	\$ 191,320	\$ 1,728	-	\$ -	\$ -	-	-	-	1,728	189,592
Professional Counselors	PCO1	\$ 84,420		\$ -	\$ 84,420	\$ 154,477	25,026	\$ 4,265	\$ 2,751	32,042	45,118	77,160	231,637	(147,217)
Psychology	PSY1	\$ 156,005		\$ -	\$ 156,005	\$ 67,981	9,341	\$ 1,766	\$ 1,473	12,580	19,959	32,539	100,520	55,485
Public Accountancy	CPA1	\$ 164,635		\$ -	\$ 164,635	\$ 212,245	39,649	\$ 2,826	\$ 798	43,273	59,633	102,906	315,151	(150,516)
Real Estate	REC1	\$ 325,590		\$ -	\$ 325,590	\$ 261,752	84,879	\$ 18,989	\$ 1,812	105,680	64,581	170,261	432,013	(106,423)
Real Estate Appraisers	APR1	\$ 207,770		\$ -	\$ 207,770	\$ 104,618	8,534	\$ 3,571	\$ 1,498	13,603	22,600	36,203	140,821	66,949
Social Workers	CSW1	\$ 323,280		\$ -	\$ 323,280	\$ 197,763	27,240	\$ 3,810	\$ 3,903	34,953	39,564	74,517	272,280	51,000
Storage Tank Workers	UST1	\$ 785		\$ -	\$ 785	\$ 5,406	1,315	\$ 76	\$ 422	1,813	1,659	3,472	8,878	(8,093)
Veterinary	VET1	\$ 295,030		\$ -	\$ 295,030	\$ 138,572	26,409	\$ 3,243	\$ 2,157	31,809	38,446	70,255	208,827	86,203
No longer existent board/commission (ie Athletic)														
<b>Totals All Boards</b>		<b>\$ 14,619,400</b>	<b>\$ 411,672</b>	<b>\$ -</b>	<b>\$ 15,031,072</b>	<b>\$ 6,763,380</b>	<b>\$ 2,145,509</b>	<b>\$ 243,465</b>	<b>\$ 73,086</b>	<b>\$ 2,462,060</b>	<b>\$ 1,626,154</b>	<b>\$ 4,088,214</b>	<b>\$ 10,851,594</b>	<b>\$ 4,179,478</b>

ABL & Corporations	080801005	\$ 7,430,662	\$ -	\$ -	\$ 7,430,662	\$ 1,102,096	\$ 162,419	\$ 243,465	\$ 7,228	\$ 413,112	\$ 206,865	\$ 619,977	\$ 1,722,073	
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<b>DIVISION INDIRECT EXPENSES</b>	<b>Total</b>	<b>Prof Lic</b>	<b>Corp &amp; Bus Lic</b>
<b>Percentage of program direct Personal Services:</b>			
Business Supplies	85,168	29,383	55,785
Office Equipment	18,652	16,973	1,679
State Vehicles	2,870	2,612	258
Storage and Archives	9,909	9,899	10
Legal Support	88,145	85,849	2,296
Central Mail Services Postage	31,258	11,836	19,422
Software Licensing and Maintenance	70,759	66,578	4,180
Division Administrative Expenses - all other	160,543	160,223	320
Division allocated by percentage of direct personal services:	467,304	383,353	83,950
<b>Percentage of board licenses/total licensees:</b>			
Division supervisors of receipting Personal Services 75%	331,242	302,374	28,868
Receipting Personal Services 40%	251,010	229,135	21,875
Investigations indirect Personal Services	392,649	372,934	19,715
Division Administration Personal Services	421,260	383,355	37,906
Professional License Administration Personal Services	420,998	411,111	9,886
Division allocated by percentage of board licenses/total licensees:	1,817,159	1,698,909	118,250
<b>Receipting transaction % by Personal Services:</b>			
Division supervisors of receipting Personal Services 25%	110,414	55,207	55,207
Receipting Personal Services 60%	376,516	188,258	188,258
Division cash receipt transactions % by Personal Services \$	486,930	243,465	243,465
<b>Total Division Indirect Expenses</b>	<b>2,771,392</b>	<b>2,325,727</b>	<b>445,665</b>
<b>DEPARTMENT INDIRECT EXPENSES</b>			
<b>Percentage of program direct Personal Services:</b>			
Commissioner's Office	168,430	153,272	15,158
Administrative Services - Director's Office	58,529	53,261	5,268
Administrative Services - Human Resources	91,643	83,395	8,248
Administrative Services - Fiscal	90,296	82,169	8,127
Administrative Services - Budget	58,254	53,011	5,243
Administrative Services - Information Technology	79,553	72,393	7,160
Administrative Services - Information Technology - Network & Database	9,875	8,986	889
Administrative Services - Mail	10,456	9,515	941
Administrative Services - Facilities - Maintenance	-	-	-
Department allocated by percentage of direct personal services:	567,036	516,002	51,034
<b>Percentage of board licenses/total licensees:</b>			
Department administrative services support: Fiscal, IT, Procurement	490,769	446,600	44,169
<b>Receipting transaction % by Personal Services:</b>			
Department certified transactions % by Fiscal Revenue \$	80,314	73,086	7,228
<b>Total DEPARTMENT INDIRECT EXPENSES</b>	<b>1,138,119</b>	<b>1,035,688</b>	<b>102,431</b>
<b>STATEWIDE INDIRECT EXPENSES</b>			
<b>Percentage of program direct Personal Services:</b>			
Accounting and Payroll Systems	18,276	16,631	1,645
State Owned Building Rental (Building Leases)	359,593	327,230	32,363
State OIT Server Hosting & Storage	6,720	6,115	605
State OIT SQL	18,531	16,864	1,668
State Software Licensing	-	-	-
Human Resources	57,945	52,730	5,215
IT Non-Telecommunications (Core Cost)	299,874	272,886	26,989
IT Telecommunications	34,440	31,340	3,100
Risk Management	3,300	3,003	297
Statewide allocated by percentage of direct personal services:	798,680	726,799	71,881
<b>FY21 TOTALS BY METHODOLOGY</b>			
Percentage of program direct Personal Services:	1,833,019	1,626,154	206,865
Percentage of board licenses/total licensees:	2,307,928	2,145,509	162,419
Receipting transaction % by Personal Services:	567,244	316,551	250,693
<b>Grand Total</b>	<b>4,708,191</b>	<b>4,088,214</b>	<b>619,977</b>

## **12 AAC 36.XXX TEMPORARY CERTIFICATE OF REGISTRATION**

(a) The executive secretary or its designee shall issue a temporary certificate of registration to practice architecture under AS 08.01.063 to an applicant who submits

- (1) an application for registration by comity in compliance with 12 AAC 36.010, including the applicable fees established in 12 AAC 02.110; and
- (2) verification of a current, unencumbered registration to practice architecture in a state, territory, or possession of the United States, the District of Columbia, or a foreign country that is based on education, experience, and examination requirements that the board determines were at least equivalent to the requirements of AS 08.48 and this chapter at the time the applicant's out-of-state registration was issued;
- (3) a council record issued by NCARB to verify the applicant's qualifications, including
  - (a) examination results;
  - (b) education;
  - (c) experience; and
  - (d) registration in another licensing jurisdiction.

(b) The executive secretary or its designee shall issue a temporary certificate of registration to practice engineering under AS 08.01.063 to an applicant who submits

- (1) an application for registration by comity in compliance with 12 AAC 36.010, including the applicable fees established in 12 AAC 02.110; and
- (2) verification of a current, unencumbered registration to practice architecture in a state, territory, or possession of the United States, the District of Columbia, or a foreign country that is based on education, experience, and examination requirements that the board determines were at least equivalent to the requirements of AS 08.48 and this chapter at the time the applicant's out-of-state registration was issued;
- (3) a council record issued by NCEES to verify the applicant's qualifications, including
  - (a) examination results;
  - (b) education;
  - (c) experience, and
  - (d) registration in another licensing jurisdiction.

(c) The executive secretary or its designee shall issue a temporary certificate of registration to practice landscape architecture under AS 08.01.063 to an applicant who submits

- (1) a CLARB council certificate; or
- (2) verification of a current registration to practice landscape architecture in another licensing jurisdiction that was based upon CLARB certificate standards, or that was based upon education, experience, and examination requirements that in the opinion of the board were at least equivalent to the requirements of AS 08.48 and this chapter at the time that the applicant submits an application for registration by comity.

(e) A person practicing under a temporary certificate may not accept the role of responsible charge.

(f) A temporary certificate is valid for 180 days and may be extended at the discretion of the executive secretary, or its designee for an additional 180-day period by applying on a form provided by the department and submitting the temporary license fees established in 12 AAC 02.105.

(g) An application for temporary certification by a military spouse or member of the military under AS 08.01.063 shall submit a copy of the applicant's military dependent identification card and a copy of the spouse's current active duty military orders showing assignment to a duty station in this state; a temporary license issued under this subsection shall be issued within 30 days after the department or appropriate board receives the person's completed application for the temporary certification.

(h) A temporary certificate for land surveyor shall not be issued.

Regulation	CF Review	JA Review	
36.010	Complete		CF Edits
36.045	Complete		
36.050	Complete		CF Edits
36.050			
36.061	Complete		CF Edits
36.063	Complete		
36.065	Complete		
36.066	Complete		
36.067	Complete		CF Edits
36.070		Complete	
36.080		Complete	
36.100		Complete	
36.103		Complete	
36.068			
36.069			
36.105			
36.106			
36.109			
36.110			
36.115			
36.135			
36.920			
36.990			

Reference below are from the current AELS Statutes and Regulation dated October 2019, Page 20

**Bold and underlined are added**

[BRACKETS AND ALL CAPS ARE DELETED]

A motion to approve the changes to 12 AAC 36.068.2.i as presented below.

**12 AAC 36.068. ELIGIBILITY FOR LANDSCAPE ARCHITECT REGISTRATION BY EXAMINATION.**

(i) Upon submission of evidence of graduation from an LAAB accredited curriculum in landscape architecture, an applicant for examination as a landscape architect may sit for **the examination as early as can be scheduled after graduation.** [SECTIONS 1 AND 2 OF THE EXAMINATION AS EARLY AS CAN BE SCHEDULED AFTER GRADUATION. AUTHORIZATION TO SIT FOR THE REMAINING PORTIONS OF THE EXAMINATION WILL NOT BE GRANTED UNTIL SATISFACTORY EVIDENCE THAT THE APPLICANT'S EDUCATION AND WORK EXPERIENCE REQUIREMENTS SET OUT IN THE TABLE OF EDUCATION AND WORK EXPERIENCE FOR PROFESSIONAL LANDSCAPE ARCHITECT IN (A)(2) OF THIS SECTION HAVE ALL BEEN SATISFIED.]

State of Alaska/DCCED  
Division of Corporations, Business and Professional Licensing, AELS Board  
P.O. Box 110806  
Juneau, AK 99811-0806

Re: Registration examinations language change

October 11, 2021

Dear AELS Board Members,

The Alaska Chapter of the American Society of Landscape Architects supports the proposed changes to 12 AAC 36.068.i regarding requirements for sitting for the exam. The new language as follows is preferred by the chapter:

“Upon submission of evidence of graduation from an LAAB accredited curriculum in landscape architecture, an applicant for examination as a landscape architect may sit for the examination as early as can be scheduled after graduation.”

The proposed regulation revision aligns more closely with requirements in other states and is similar to requirements for allied professionals within Alaska.

Our members have indicated that the requirement in the current regulation to complete the years of work experience prior to taking two of the exam sections causes financial hardship. Currently a candidate has to complete their work experience prior to taking two sections of the exam. Scheduling of the exam takes time and can delay a candidate from receiving their license. The proposed regulation revision offers candidates flexibility to take the exams concurrent with the required years of experience so that they can obtain licensure sooner. Many employers provide salary increases or job promotions for licensed staff and this financial boost can be very important for people paying student loans. Allowing this flexibility for candidates for licensure will remove unnecessary financial hardship from the process.

Thank you for your consideration.

Sincerely,



Mélisa Babb  
President



(2) reapplying to the board for registration by comity as required by 12 AAC 36.103 - 12 AAC 36.109 and paying the appropriate fee.

(c) An expired certificate of corporate, limited liability company, or limited liability partnership authorization may not be reinstated. A corporation, limited liability company, or limited liability partnership whose certificate of corporate, limited liability company, or limited liability partnership authorization has expired must apply for a new certificate of corporate, limited liability company, or limited liability partnership authorization under AS 08.48.241.

(d) Repealed 1/20/2002.

(e) An applicant for reinstatement of an expired certificate of registration shall meet the requirements of 12 AAC 36.110(a) unless the applicant was originally registered in the state based on an acceptable treatise.

(f) Notwithstanding (b) of this section, the board may require an applicant for reinstatement who has been sanctioned for any of the conduct described in 12 AAC 36.320 in the ten years preceding the application for reinstatement to be re-examined under 12 AAC 36.100.

**Authority:** AS 08.01.100 AS 08.48.231 AS 08.48.241  
AS 08.48.101

**12 AAC 36.170. FEES.** All fees under AS 08.48 and this chapter, including application, examination, registration, renewal, late renewal penalty, and continuing education extension period fees are established in 12 AAC 02.105 and 12 AAC 02.110.

**Authority:** AS 08.01.065 AS 08.48.101 AS 08.48.265  
AS 08.01.100

**12 AAC 36.180. SEAL.** (a) The seal authorized for use by professional architects is of the following design or a substantially similar electronic or digital representation of the design.



(b) The seal authorized for use by professional engineers is of the following design or a substantially similar electronic or digital representation of the design:



The seal must reflect the branch of engineering authorized by the board. This identification is to be placed below the registrant's name and preceding the registrant's number on the seal as noted:

- AG — Agricultural engineer
- EC — Chemical engineer
- CE — Civil engineer
- CS — Control systems engineer

- EE — Electrical engineer
- EV — Environmental engineer
- FP — Fire protection engineer
- IN — Industrial engineer
- ME — Mechanical engineer
- MM — Metallurgical and Materials engineer
- EM — Mining and Mineral Processing engineer
- NM — Naval architecture and Marine engineer
- NU — Nuclear engineer
- EP — Petroleum engineer

(c) The seal authorized for use by professional land surveyors is of the following design or a substantially similar electronic or digital representation of the design:



(d) The seal authorized for use by professional landscape architects is of the following design or a substantially similar electronic or digital representation of the design:



(e) The seal authorized for use by structural engineers is of the following design or a substantially similar electronic or digital representation of the design:





The seal must reflect the branch identification authorized by the board. This identification is to be placed below the registrant's name and preceding the registrant's number on the seal.

**Authority:** AS 08.48.101 AS 08.48.221

**12 AAC 36.185. USE OF SEALS.** (a) A registrant may

(1) not sign or seal a drawing or document dealing with professional services in which the registrant is not qualified to sign or seal by virtue of education, experience, and registration;

(2) approve and seal only design documents and surveys that are safe for public health, property, and welfare in conformity with accepted architecture, engineering, land surveying, and landscape architecture standards in Alaska;

(3) seal only final drawings, surveys, reports, and required construction documents for which the registrant is qualified to seal and for which the registrant claims responsibility;

(4) not knowingly allow the use of his or her seal by another person on a document that the registrant has neither prepared nor reviewed personally;

(5) not use the seal or a reproduction of the seal of another registrant on a document, regardless of the intended use of the document;

(6) not sign a name other than his or her own name over a seal, and may not forge the signature of the individual to whom the seal was issued by the board; and

(7) not sign or seal drawings, documents, or other professional work for which the registrant does not have direct professional knowledge and direct supervisory control.

(b) If portions of drawings, documents, or other professional work are prepared by other registered professionals, a registrant may seal only that portion of the work for which the registrant has direct professional knowledge and direct supervisory control.

(c) Repealed 10/31/2019.

(d) The registrant shall include the date each time the registrant signs and seals a document by electronically or manually inserting the date within the seal or within two inches of the seal.

(e) The registrant, by sealing final drawings, takes responsibility for related discipline specifications included in the final drawings, unless under AS 08.48.221 the registrant certifies on the face of the document the extent of the registrant's responsibility.

(f) An electronic image of a signature may be used on the seal if the registrant or the owner of the documents retains an original copy of the documents, accessible for later reference, that has either

(1) an original hand signature over the seal; or

(2) software in place that will automatically remove or modify the electronic image of the signature if the document is modified.

(g) The registrant shall include on all documents that are required to be signed and sealed

(1) its business name, physical address, and telephone number;

(2) the project name or identification;

(3) the project address or location; and

(4) the certificate of authorization number issued to the corporation, limited liability company, or limited liability partnership to practice architecture, engineering, land surveying, or landscape architecture, if applicable.

(h) On documents where multiple entities that are authorized to practice architecture, engineering, land surveying, or landscape architecture are indicated, the registrant shall clearly identify the sole proprietor, partnership, corporation, limited liability company, limited liability partnership, or other authorized entity responsible for the work.

(i) Drawings, engineering surveys, reports, and construction documents regarding the structural systems of a significant structure must be sealed by a registered structural engineer.

**Authority:** AS 08.48.101 AS 08.48.111 AS 08.48.221

**12 AAC 36.190. TESTING LABORATORY REPORTS.** Reports issued by testing laboratories shall be prepared by or under the supervision of a registered engineer and signed or sealed by him whenever such reports go beyond the tabulation of test data (compositions of material, breaking stress, etc.) by

(1) interpreting the data to draw conclusions as to the characteristics of a civil engineering structure or parts of one;

(2) expressing engineering judgment in the form of recommendations derived from the results of the test; or

(3) performing design work in the preparation of plans, specifications and other instruments requiring registration as an engineer.

**Authority:** AS 08.48.101

**12 AAC 36.195. SITE ADAPTATION AND FIELD ALTERATIONS OF SEALED DOCUMENTS.** Except as specified in this section, a person may not alter, or contribute to the altering of, any document that has been sealed

# CLARB Uniform Standard

AELS Board Meeting - Nov 15 & 16 2021

CLARB is working on a Uniform Standard and is seeking feedback. They are asking State Boards and Professional Societies to start the discussion to evaluate how the Uniform Standard can be implemented in their State and what concerns they have.

As we start the discussion, it will be apparent that these are simple changes that fundamentally question our current Regulation, and possibly our Statutes. However, we must ask the question “Why have a Uniform Standard”. CLARB’s response:

- Achieve a consistent licensure requirement across jurisdictions
- Improve the landscape architecture mobility model
- Provide for increased equity to promote diversity
- Increase defensibility of licensure requirements

Over the last year, CLARB has gone thru a judicial process to meet regularly with its internal Board Members, host work sessions with CLARB Member Board Members, and evaluated each individual jurisdiction to see if a “Statute” or “Regulation” change is necessary to implement the Standard. These meetings were frequent and had effective dialogue were CLARB and each jurisdiction engaged in productive conversations. Ed Leonetti and Sara Neal participated for the Alaska jurisdiction in the meetings in 2021. During the 2021 AELS May board meeting most of this information was presented as informational for consideration.

CLARB’s Uniform Standard Recommendation for licensure is:

EDUCATION	EXPERIENCE	EXAM
LAAB/LAAC-accredited LA degree	2 Years	Pass the LARE
Education through practical experience only*	8 years	Pass the LARE

\*In lieu of a degree in landscape architecture accredited by LAAB, LAAC, or their international equivalent, an applicant may earn credit toward the years of diversified experience through one of the following alternative education options:

- A. Non-accredited degree or certificate in landscape architecture; credited with one year of diversified experience for each year of schooling up to a maximum of four years of credited diversified experience, **OR**
- B. Any post-secondary degree or certificate; credited with six months of diversified experience for each year of schooling up to a maximum of two years of credited diversified experience.

The Recommendation is derived from:

- Data & Information Inputs:
  - Recommendations from ASLA on Alternative education paths and inputs from CELA
  - Requirements for related design disciplines (Architectural and Engineering)
  - Checked correlations related to current member (States) requirements
  - Correlations related to years of experience (and education type) and demonstration of competency
  - Input from the profession on when they felt competent to practice independently
- Education Recommendations Summary:
  - Broad support for the development of a Uniform (education) Standard
  - Preference is given to the accredited degree path
  - Alternative paths should include additional experience to fill the “gaps” in education
- CLARB Council record holder survey
  - Majority of respondents (54%) were initially licensed with 1-4 years of experience.
  - Most managers (72%) reported “feeling” employees were competent to practice with 3-6 years of experience.
  - Employers are split on importance of a landscape architecture degree
- Licensure Requirements Summary
  - Alternative education paths are recognized across all three design disciplines.
  - Our sister disciplines are beginning to explore/consider increased equity and access related to licensure requirements
- Complaint and discipline data summary
  - Most boards allow for alternative education paths
  - More than half of our members (56%) require 2 years of experience or less with an accredited degree
  - A greater experience requirement is **not** tied to fewer instances of complaints
- Competency research summary
  - The “sweet spot” for passing the L.A.R.E. appears to be between one and three-years post-graduation between one and three years
  - The higher the level of education the better the candidates perform on the exam.

Overall Review:

- Success on the exam was used as a proxy as it is the only constant variable across all licenses (and member requirements).
- Accredited landscape architecture programs have a positive impact on preparing candidates for minimum competency (success on the exam)
- One to three years of experience in combination with an accredited degree appears to be adequate preparation for minimal competency. (This suggests the minimum competency should increase with other education paths.)
- Sequencing of education, experience and examination does not appear to have an impact on competency (based on complaint data)

For Reference, below is our current Regulation (12 AAC 36.068.A.2) that the Uniform Standard would, in theory, replace:

<b>TABLE OF EDUCATION AND WORK EXPERIENCE REQUIREMENTS FOR PROFESSIONAL LANDSCAPE ARCHITECT</b>			
<b>Classification</b>	<b>Education Credit Allowed In Years</b>	<b>Work Experience Credit Allowed In Years</b>	<b>Total Years of Education and Work Experience</b>
LAAB accredited professional degree in landscape architecture and a master's or doctorate degree in landscape architecture	5 - 6	2 - 3	8
LAAB accredited professional degree in landscape architecture	4 - 5	3 - 4	8
Non-LAAB accredited professional degree in landscape architecture and a master's or doctorate degree in landscape architecture	4	4	8
Non-LAAB accredited professional degree in landscape architecture	3	5	8
Non-LAAB accredited B.S./B.A. degree in landscape architecture	1 - 3	8 - 10	10
Course work in LAAB accredited landscape architecture curriculum – no degree	1 - 3	7 - 10	10
Course work in non-LAAB accredited landscape architecture program – no degree (Minimum of one year credit hours)	1	11 - 12	12

Questions to start the discussion:

1. What is the history of how our regulations established the 8 years of combined education and experience?
2. The apparent difference between the Uniform Standard and our current regulation is the years of experience required for licensure. Our current requirements are ~8-12 years, the uniform standard varies, the minimum being (possibly) 5 years with the max being 8.
3. What are concerns/questions that board members have for changing our regulation to be in line with CLARB's Uniform Standard?

This information is being presented to the Alaska Chapter of the American Society of Landscape Architects at their November Monthly Board.

**From:** [Zachary Druga](#)  
**To:** [Neal, Sara J \(CED\)](#); [Leonetti, Ed](#)  
**Cc:** [Veronica Meadows](#)  
**Subject:** CLARB Uniform Standard Follow Up Alaska Analysis  
**Date:** Tuesday, November 9, 2021 9:31:10 AM

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Good afternoon Sara and Ed,

As a follow up to our recent member [webcast](#), and in preparation for the membership vote on the proposed Uniform Standard for Licensure in April, we have provided your jurisdiction-specific analysis conducted by our legal consultant, Venable below. This analysis was conducted to help us better understand the statutory and/or regulatory changes that will be necessary to bring Idaho into alignment with the proposed standard. Our goal, in partnership with our membership, is to create uniformity of the licensure requirements for landscape architects across the CLARB membership.

### Overview

Alaska offers alternative pathways to licensure including non-accredited landscape architecture degree and coursework in landscape architecture. Additional pathways will need to be added. Alaska also currently requires more years of experience than in the Uniform Standard. Venable analysis for Alaska below.

### Venable Analysis

Q. 1. For **traditional pathway** initial licensure applicants, does the state require the applicant to hold a degree in landscape architecture accredited by the LAAB, LAAC, or its international equivalent, as determined by the Board?

**Regulatory changes required.** The Alaska regulations place landscape architect qualifications on a sliding scale, with the least supplementary experience required for applicants who have obtained degrees from LAAB-accredited institutions. [12 Alaska Admin. Code 36.068](#). The regulations do not explicitly accept degrees accredited by LAAC or an international equivalent. However, the board may amend its regulations to expressly accept degrees accredited by LAAC or an international equivalent under the traditional education framework because the statute enables the board to set the qualifications “satisfactory” for licensure. [Alaska Stat. § 08.48.171](#).

Q. 2. For **traditional pathway** initial licensure applicants, does the state require the applicant to have completed two years of experience beyond their schooling?

**Regulatory changes required.** The Alaska regulations require eight total years of combined education and experience for applicants who have obtained a degree from a LAAB-accredited institution. [12 Alaska Admin. Code 36.068](#). Thus, applicants seeking initial licensure under the traditional education framework are required to obtain an additional 3 or 4 years of experience (depending on the type of degree). The board may amend its regulations to reduce the experience requirement because the statute enables the board to set the qualifications “satisfactory” for

licensure. [Alaska Stat. § 08.48.171](#).

Q. 3. For **alternative education pathway** initial licensure applicants, does the state require the applicant to obtain a total of eight years of experience?

**Regulatory changes required.** For applicants who have not completed a LAAB- accredited degree, the total combined education and experience requirements range between eight total years to twelve total years (depending on the character of the education to which the experience requirements are being added). [12 Alaska Admin. Code 36.068](#). However, the board may amend its regulations to conform these requirements to the proposed model rules' eight combined years of education and experience because the statute enables the board to set the qualifications "satisfactory" for licensure. [Alaska Stat. § 08.48.171](#).

Q. 4. For **alternative education pathway** initial licensure applicants, does the state permit the applicant to obtain credit for holding a degree from a non- accredited landscape architecture program or for other post- secondary education?

**Regulatory changes required.** See answer to Q3.

Q. 5. For **reciprocal licensure** applicants, does the state allow proof of existing licensure in good standing (only) in lieu of the education, experience, and examination requirements?

**No changes required.** Alaska accepts reciprocity applications from applicants holding a license in any U.S. state or territory, or from applicants holding a license in a foreign country, if, in the board's opinion, the state of initial licensure has requirements for initial licensure that meet the requirements of Alaska's landscape architecture statutes and regulations. [Alaska Stat. § 08.48.191](#).

### **Next Steps**

**Please respond** with potential options for scheduling an initial meeting, or your upcoming Board meeting date if you'd like us to participate. We look forward to hearing from you and working with you on this initiative.

All the best,

### **Zachary Druga**

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**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

**12 AAC 36.010. APPLICATIONS.** (a) An application for examination or for registration by comity must be legible [TYPEWRITTEN] and filed with the board on a form prescribed by the department [BOARD], accompanied by the application fee established in 12 AAC 02.110.

(b) An applicant will not be admitted to an examination or approved for registration until the applicant's qualifications are accepted by the board, the executive secretary of the board, or its designee, as adopted in regulations.

(d) Except as provided in 12 AAC 36.060(a), the board, the executive secretary of the board, or its designee, will give conditional approval of an application for examination or for registration by comity pending receipt of missing documents, payment of applicable fees for examination or registration, or other corrections to the application if the

- (1) application form is substantially complete and includes the applicant's notarized signature;
- (2) application fee has been paid;
- (3) board has determined that the applicant's qualifications as listed on the application form show that the applicant meets the registration requirements in AS 08.48 and this chapter;
- (4) board has received all supporting documents required for board review of the application, as defined in (i) of this section; and
- (5) board has determined that any missing supporting documents and the correction of other deficiencies in the application do not require board discretion to review and approve.

(e) If the board, executive secretary of the board, or its designee gives conditional approval of an application, the approver [BOARD] also will write a statement of conditional approval. The statement will identify the missing supporting documents or other corrections required to complete the application. Department staff shall change the conditional approval to "approval" when the missing documents and other corrections are received if the documents and corrections clearly show the information required by the board in its statement of conditional approval. If the missing supporting documents or corrections received required interpretation or discretion, department staff shall resubmit the application to the board for approval.

(f) Except as provided in 12 AAC 36.060(a), the board, executive secretary of the board, or its designee will determine that an application is incomplete, and will notify the applicant, if the

- (1) board, executive secretary of the board, or its designee is not able to determine from the application form and supporting documents whether the applicant meets the registration requirements in AS 08.48 and this chapter; [OR
- (2) APPLICATION FORM DOES NOT SHOW THAT THE APPLICANT MEETS THE REGISTRATION REQUIREMENTS IN AS 08.48 AND THIS CHAPTER BUT THE BOARD DETERMINES THAT THE APPLICANT WILL LIKELY MEET THE QUALIFICATIONS WITHIN ONE YEAR.]

(g) For an application determined to be incomplete under (f) of this section, department staff shall

- (1) resubmit the application to the board for review if the applicant submits to the department additional application information; and
- (2) maintain an incomplete application file for the application until it either is approved or denied by the board or is considered abandoned under 12 AAC 02.910.

(h) Except as provided in 12 AAC 36.060(a), the board will deny an application for examination or for registration by comity if the application does not meet the requirements in this section for approval, conditional approval, or a determination of incomplete application.

(i) In this section, "all supporting documents required for board review" means documentation of the applicant's education, work experience, and responsible charge experience, as required by AS 08.48 and this chapter except for

- (1) official transcripts of the applicant's education if the applicant has
  - (A) an ABET accredited B.S. degree in the major branch of engineering for which the applicant is applying for registration;
  - (B) a B.S. degree in an ABET accredited curriculum in land surveying if the applicant is applying for registration as a land surveyor; or
  - (C) a LAAB accredited professional degree in landscape architecture if the applicant is applying for registration as a landscape architect;

- (2) verification of a license or examination in another licensing jurisdiction;
- (3) verification of successful completion of coursework as required by 12 AAC 36.110.

**(j) Notwithstanding any other regulation, the executive secretary of the board or its designee may approve an applicant for licensure by comity only if credentials are submitted by NCEES, NCARB, or CLARB record.**

**12 AAC 36.103. ARCHITECT REGISTRATION BY COMITY.** (a) Under AS 08.48.191(a), the board, **executive secretary of the board, or its designee** may issue a certificate of registration as an architect to an applicant who

- (1) documents education and passage of the NCARB Architect Registration Examination;
- (2) documents work experience that satisfies the requirements of this section;
- (3) has completed the arctic engineering requirements of 12 AAC 36.110; and
- (4) has completed a jurisprudence questionnaire prepared by the board covering the provisions of AS 08.48 and this chapter.

(b) An applicant for a certificate of registration as an architect by comity must submit

- (1) an application for registration by comity in compliance with 12 AAC 36.010, including the applicable fees established in 12 AAC 02.110; and
- (2) verification of a current registration to practice architecture in a state, territory, or possession of the United States, the District of Columbia, or a foreign country that is based on education, experience, and examination requirements that the board determines were at least equivalent to the requirements of AS 08.48 and this chapter at the time the applicant's out-of-state registration was issued;
- (3) repealed 3/28/2019.

(c) An applicant for a certificate of registration as an architect by comity under this section must submit a council record issued by NCARB to verify the applicant's qualifications, including

- (1) examination results;
- (2) education;
- (3) experience; and
- (4) registration in another licensing jurisdiction.

(d) If an architect who provides a reference letter under (e) of this section does not possess a seal, the applicant must provide the board **an explanation** [A STATEMENT FROM THAT ARCHITECT],

- (1) providing that architect's registration number; and
- (2) certifying that the registration of that architect is current.

(e) Notwithstanding (c) of this section, an applicant who received an initial certificate of registration as an architect on or before July 13, 2011 may submit two letters of reference verifying the applicant's experience as a registered architect for five years or more in a state, territory, or possession of the United States, the District of Columbia, or a foreign country instead of the NCARB council record. Each letter must be signed and sealed by an architect who is legally registered as a professional architect in a state, territory, or possession of the United States, the District of Columbia, or a foreign country.

**12 AAC 36.105. ENGINEER REGISTRATION BY COMITY.** (a) Under AS 08.48.191(b), the board, **executive secretary of the board, or its designee** may issue an engineering certificate of registration to an applicant who

- (1) documents education and passage of examinations that meet the requirements of (b) **or (h)** of this section;
- (2) documents work experience that satisfies the requirements of (c) of this section;
- (3) has completed the arctic engineering requirements of 12 AAC 36.110; and
- (4) has completed a jurisprudence questionnaire prepared by the board, covering the provisions of AS 08.48 and this chapter.

(b) An applicant for engineering registration by comity must

- (1) submit verification of current registration to practice engineering in a state, territory, or possession of the United States, the District of Columbia, or a foreign country that was based upon education, experience, and examination requirements that, in the opinion of the board, were at least equivalent to

the requirements of AS 08.48 and this chapter at the time the applicant's out-of-state registration was issued or at least equivalent to current requirements **as modified by (h) in this section**; the applicant must have passed an NCEES engineering examination in the same branch of engineering that is being applied for, as required by 12 AAC 36.100(c); and

(2) have passed the fundamentals of engineering examination or had this requirement waived under 12 AAC 36.090.

(c) An applicant for engineering registration by comity must

(1) have at least 24 months of responsible charge experience in the branch of professional engineering listed in 12 AAC 36.990(17) for which the applicant has applied, as verified by the signature and seal, except as provided in (g) of this section, of the engineer who has supervised the applicant and who was, at the time of providing the supervision,

(A) legally registered as a professional engineer in a state, territory, or possession of the United States, the District of Columbia, or a foreign country; and

(B) either

(i) registered as a professional engineer in that branch of engineering or a related branch of engineering approved by the board; or

(ii) practicing in the branch for which the applicant has applied, if the licensing jurisdiction where the supervising engineer was registered as a professional engineer does not register engineers in specific branches of engineering; or

(2) if the applicant has been practicing engineering as a registered engineer for five years or more in a state, territory, or possession of the United States, the District of Columbia, or a foreign country, provide two current letters of reference verifying that experience; each letter must be signed and sealed, except as provided in (g) of this section, by an engineer who is

(A) legally registered as a professional engineer in a state, territory, or possession of the United States, the District of Columbia, or a foreign country; and

(B) practicing the specific branch of engineering for which the applicant has applied or a related branch of engineering approved by the board.

(d) Repealed 7/19/2009.

(e) An applicant for engineering registration by comity may submit a council record issued by NCEES to verify the applicant's qualifications, including

(1) examination results;

(2) education; and

(3) registration in another licensing jurisdiction.

(f) Repealed 7/19/2009.

(g) If an engineer who provides a work experience verification under (c)(1) of this section or a reference letter under (c)(2) of this section does not possess a seal, the **engineer** [APPLICANT] must provide the board **an explanation** [A STATEMENT FROM THAT ENGINEER],

(1) providing that engineer's registration number and branch of engineering; and

(2) if that engineer is providing a reference letter, certifying that the registration of that engineer is current.

(h) In addition to meeting the requirements of (b)(1) of this section, an applicant for structural engineering registration by comity must have passed an NCEES Principles and Practices of Engineering Examination, and

1) the 16-hour NCEES Structural Engineering Examination **or**;

**2) NCEES Structural II and Washington or California Structural III exams passed prior to 2011, or**;

**3) NCEES Structural I and NCEES Structural II passed prior to 2006, or**;

**4) Western States 16-hour Structural exam passed prior to 2004;**

and have six years of experience with a bachelor's degree or five years of experience with a master's degree. Applicants who have passed the NCEES Structural Engineering I Examination or NCEES Structural Engineer II Examination, may be granted a civil engineering registration.

[(H) IN ADDITION TO MEETING THE REQUIREMENTS OF (B)(1) OF THIS SECTION, AN APPLICANT FOR STRUCTURAL ENGINEERING REGISTRATION BY COMITY MUST HAVE PASSED AN NCEES PRINCIPLES AND PRACTICES OF ENGINEERING EXAMINATION AND THE

16-HOUR NCEES STRUCTURAL ENGINEERING EXAMINATION AND HAVE SIX YEARS OF EXPERIENCE WITH A BACHELOR'S DEGREE OR FIVE YEARS OF EXPERIENCE WITH A MASTER'S DEGREE. APPLICANTS WHO HAVE PASSED THE NCEES STRUCTURAL ENGINEERING I EXAMINATION, NCEES STRUCTURAL ENGINEER II EXAMINATION, OR BOTH MAY BE GRANTED A CIVIL ENGINEERING REGISTRATION.]

**12 AAC 36.109. Landscape architect registration by comity.** (a) Under AS 08.48.191(d), the board, executive secretary of the board, or its designee may issue a landscape architecture certificate of registration to an applicant who

(1) documents education and passage of examinations that meet the requirements of (b) of this section;

(2) documents work experience that satisfies the requirements of (c) of this section;

(3) has completed the northern design requirements of 12 AAC 36.110; and

(4) has completed a jurisprudence questionnaire prepared by the board, covering the provisions of AS 08.48 and this chapter.

(b) An applicant for a certificate of registration as a landscape architect by comity must submit

(1) an application for registration by comity in compliance with 12 AAC 36.010, including the applicable fees established in 12 AAC 02.110;

(2) verification of a current registration to practice landscape architecture in a state, territory, or possession of the United States, the District of Columbia, or a foreign country that is based on education, experience, and examination requirements that the board determines were at least equivalent to the requirements of AS 08.48 and this chapter at the time the applicant's out-of-state registration was issued; and

(3) either

(A) verification of at least 24 months of responsible charge experience as a landscape architect as defined under AS 08.48.341(9) or as verified by the signature and seal, except as provided in (c) of this section, by the landscape architect who supervised the applicant and who at the time of providing supervision, was legally registered as a professional landscape architect in a state, territory, or possession of the United States, or a foreign country; or

(B) if the applicant has been practicing landscape architecture for five years or more in a state, territory, or possession of the United States, the District of Columbia, or a foreign country, two letters of reference verifying that experience; each letter must be signed and sealed, except as provided in (c) of this section, by a landscape architect who is legally registered in a state, territory, or possession of the United States, territory, the District of Columbia, or a foreign country.

(c) An applicant for a certificate of registration as a landscape architect by comity under this section may submit council record issued by CLARB to verify the applicant's qualifications including

(1) examination results;

(2) education; and

(3) registration in another licensing jurisdiction.

(d) If a landscape architect who provides work experience verification under (b)(2) of this section or reference letter under (b)(3) of this section does not possess as seal, the applicant must provide the board a statement from that landscape architect

(1) providing that landscape architect's registration number; and

(2) for the landscape architects providing a reference letter, certification that the registration of that landscape architect is current.

**From:** [Elizabeth Johnston](#)  
**To:** [Neal, Sara J \(CED\)](#)  
**Subject:** stamping calcs-new business  
**Date:** Monday, November 15, 2021 6:56:42 AM  
**Attachments:** [image.png](#)

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I was supposed to come up with revised guidance manual language on the stamping of calculations. See below for new business unless someone else got to it first.

with track changes:

Registered architects, engineers, land surveyors, and landscape architects are responsible for their professional design services. The public, as well as building officials, rely on the professional's expertise. As a result, professional submissions, such as drawings, specifications, and calculations, should clearly show the identity of the professional who prepared them. Drawings, ~~specifications, and calculations~~ must have a signed and dated seal and otherwise comply with the requirements of state laws. Ultimately, the responsibility for any deficiencies may not be clear without the required proper professional identification.

Registered architects, engineers, land surveyors, and landscape architects are responsible for their professional design services. The public, as well as building officials, rely on the professional's expertise. As a result, professional submissions, such as drawings, specifications, and calculations, should clearly show the identity of the professional who prepared them. Drawings must have a signed and dated seal and otherwise comply with the requirements of state laws. Ultimately, the responsibility for any deficiencies may not be clear without the required proper professional identification.



**From:** [Elizabeth Johnston](#)  
**To:** [Neal, Sara J \(CED\)](#)  
**Subject:** new business-sealing record drawings  
**Date:** Monday, November 15, 2021 7:05:07 AM  
**Attachments:** [image.png](#)

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I know we have sent multiple letters on this topic although I couldn't lay my hands on them this morning but to start the ball rolling for new business I have some guidance manual language on sealing of record/asbuilt drawings. If you have a moment to search board correspondence for the previous correspondence on this topic we could include it now under new business or in February.

#### SEALING PROFESSIONAL WORK

The law and applicable codes in Alaska have requirements that professional submissions must be sealed by the professional who prepared the documents and/or supervised the preparation. Specific Alaskan laws require that drawings used for construction bear the seal of an Alaskan registered architect, engineer, land surveyor, and/or landscape architect, as appropriate. Additionally, the International Building Code as adopted by 13 AAC 50-55 contains this requirement.

Registered architects, engineers, land surveyors, and landscape architects are responsible for their professional design services. The public, as well as building officials, rely on the professional's expertise. As a result, professional submissions, such as drawings, specifications, and calculations, should clearly show the identity of the professional who prepared them. Drawings, ~~specifications, and calculations~~ must have a signed and dated seal and otherwise comply with the requirements of state laws. Ultimately, the responsibility for any deficiencies may not be clear without the required proper professional identification.

The State Fire Marshal or the designated building official require that all drawings have the seal of an architect, engineer, land surveyor, or landscape architect, as appropriate. Alternately, a notation on the drawings and/or building permit applications must note the reason for the lack of a seal or the state law exempting the preparation of the drawings by registered professionals. (AS 08.48.331)

~~Asbuilt or record drawings other than final plats/plans/plates are not final work products and should not be sealed.~~

**From:** [Elizabeth Johnston](#)  
**To:** [Neal, Sara J \(CED\)](#)  
**Subject:** regulation change-new business  
**Date:** Monday, November 15, 2021 11:23:10 AM  
**Attachments:** [image.png](#)

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Taking a stab at finishing this action item to improve definition of subprofessional experience.

(22) "subprofessional work" means time spent working as rodman, chainman, recorder, draftsman, clerk of works, instrument man, inspector, [work as a tradesperson such as electrician or plumber](#), or similar work where personal responsibility and technical knowledge are slight;