

Annual Report

Fiscal Year 2019

**STATE BOARD OF REGISTRATION
FOR ARCHITECTS, ENGINEERS,
AND LAND SURVEYORS**



**Department of Commerce, Community
and Economic Development**

**Division of Corporations, Business
and Professional Licensing**

This annual performance report is presented in accordance with
Alaska statute AS 08.01.070(10).

Its purpose is to report the accomplishments, activities, and the
past and present needs of the licensing program.

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Identification of the Board

Board Member/ Seat	Duty Station	Date Appointed	Term Expires
Colin Maynard, Chair Civil Engineer	Anchorage	Mar 01, 2012	Mar 01, 2020
Jeffrey Koonce, Vice Chair Architect	Anchorage	Mar 01, 2013	Mar 01, 2021
Elizabeth Johnston, Secretary Electrical or Mechanical Engineer	Fairbanks	Mar 01, 2017	Mar 01, 2021
Jennifer Anderson Civil Engineer	Anchorage	Mar 01, 2018	Mar 01, 2022
Catherine Fritz Architect	Juneau	Mar 01, 2016	Mar 01, 2020
Dave Hale Land Surveyor	Anchorage	Mar 01, 2012	Mar 01, 2020

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Identification of the Board (continued)

Board Member	Duty Station	Date Appointed	Term Expires
Richard "Vernon" Jones Public Member	Juneau	Oct 26, 2016	Mar 01, 2019
John Kerr Land Surveyor	Anchorage	Mar 01, 2013	Mar 01, 2021
William Mott Engineer Other Than Those Listed	Anchorage	May 26, 2017	Mar 01, 2020
Phillip Schneider Public Member	Palmer	Mar 01, 2019	May 17, 2019
Luanne Urfer Landscape Architect	Palmer	Mar 01, 2013	Mar 01, 2020
Fred Wallis Mining Engineer	Healy	Mar 01, 2016	Mar 01, 2020

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Identification of Staff

Alysia Jones – Executive Administrator

Department of Commerce, Community & Economic Development
Division of Corporations, Business and Professional Licensing
Post Office Box 110806
Juneau, Alaska 99811-0806
(907) 465-1676

Heather Noe – Licensing Examiner

Department of Commerce, Community & Economic Development
Division of Corporations, Business and Professional Licensing
Post Office Box 110806
Juneau, Alaska 99811-0806
(907) 465-2540

John Savage – Investigator

Department of Commerce, Community & Economic Development
Division of Corporations, Business and Professional Licensing
Post Office Box 110806
Juneau, Alaska 99811-0806
(907) 465-2550

Jun Maquis – Regulation Specialist II

Department of Commerce, Community & Economic Development
Division of Corporations, Business and Professional Licensing
Post Office Box 110806
Juneau, Alaska 99811-0806
(907) 465-2537

Marilyn Zimmerman – Paralegal II

Department of Commerce, Community & Economic Development
Division of Corporations, Business and Professional Licensing
Post Office Box 110806
Juneau, Alaska 99811-0806
(907) 465-1673

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Narrative Statement

In FY 19, the Board of Registration for Architects, Engineers, and Land Surveyors (AELS) held three in-person, two-day meetings and one video-conferenced meeting to continue work on regulation projects, review public comments on proposed changes to regulations, review 313 applications for registration, discuss the arctic engineering requirement, as well as deliberate and respond to requests for clarification.

All meetings and application deadlines were public noticed as required. Meeting agendas, minutes, and public versions of board packets were made available on the AELS website.

FY 19 Highlights

- Met with legislators to discuss proposed legislation to update the definition of the practice of landscape architecture to more accurately reflect current practices
- Released an updated version of the AELS Guidance Manual, the intent of which is to provide aid to those seeking to understand the laws that govern architecture, engineering, land surveying, and landscape architecture licensing
- Conducted two outreach events with Juneau-based registrants and future applicants in conjunction with the January 2019 meeting
- Participated in the Associated General Contractors of Alaska's Annual Safety Fair in August 2019

Board Membership

The board is comprised of 11 members, including two civil engineers, two land surveyors, one mining engineer, one electrical or mechanical engineer, one engineer from another branch of the profession of engineering, two architects, one landscape architect, and one public member.

Currently, the majority of engineers serving on the board maintain professional registrations in multiple disciplines, and represent 8 of the 15 branches of engineering regulated by the board.

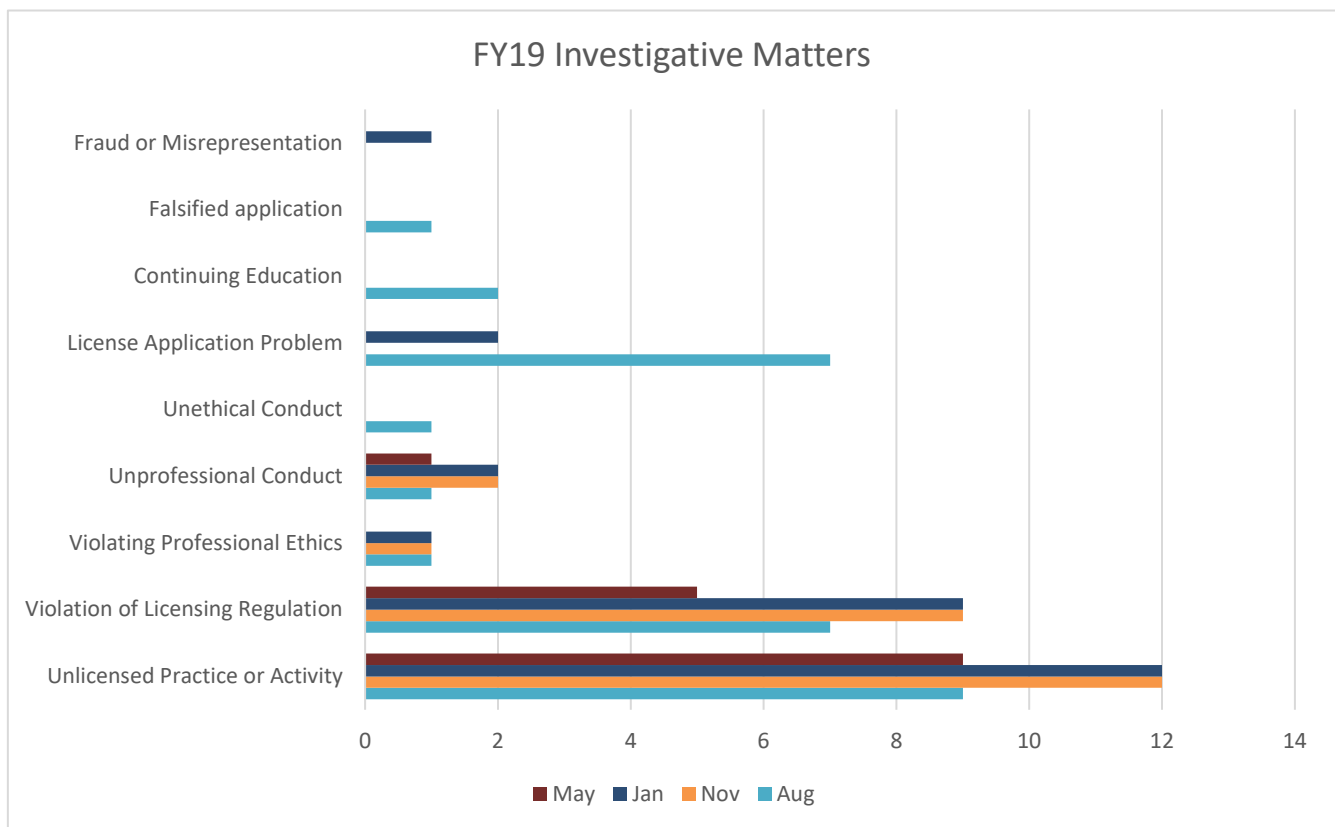
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Narrative Statement

Investigations

In FY 2019, the Division opened **54** matters and closed **52**. **Sixteen** matters remain on-going and under active investigation. The majority of cases continue to be related to unlicensed practice or activity, or a violation of licensing regulations.



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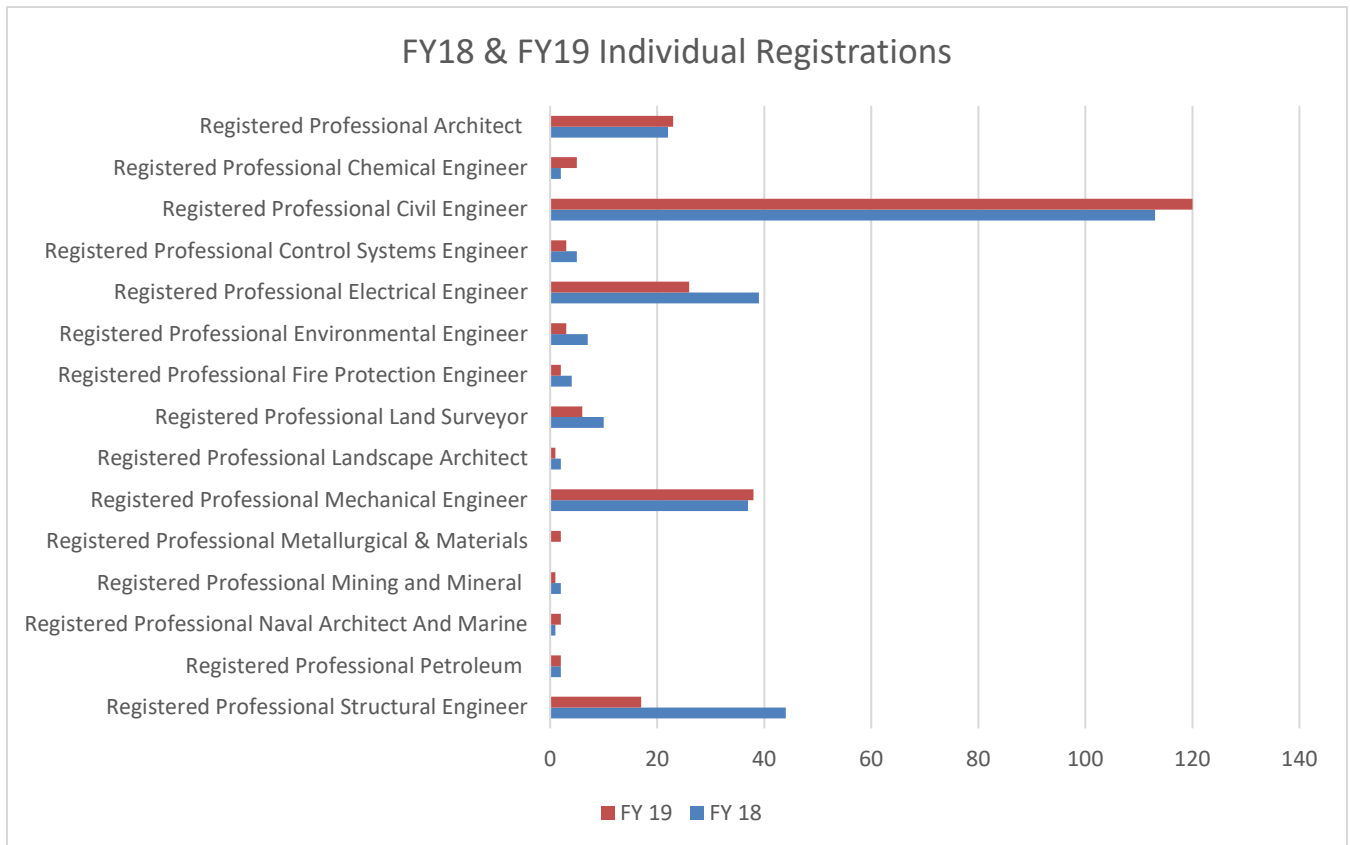
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Narrative Statement

Registrations

As of June 1, 2019, **251** registrations were issued in FY 2019. The chart below illustrates registrations by field of practice and branch of engineering for both FY 2018 and FY 2019.

In addition to individual registrations, **46** firms, including 19 Corporations and 27 Limited Liability Companies, were issued Certificates of Authorization in FY 2019.



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FY 2019 Narrative Statement (continued)

Legislation & Regulation Updates

Updates to 12 AAC 36.060 Eligibility for Architect Examination and Registration, 12 AAC 36.061 Architect Education Requirements, 12 AAC 36.103 Architect by Comity, 12 AAC 36.105, and 12 AAC 36.110 Arctic Requirement went into effect March 28, 2019. The purpose of the updates were to:

- Align terminology with language used by the National Council of Architectural Registration Boards
- Update architect by comity regulations
- Provide clarification on requirements for engineer registration by comity related to the disciplines added in 2012 and structural engineering
- Address obsolete seismic requirement

National Memberships

As a multi-disciplinary board, AELS is a member of three national nonprofit organizations, each of which is dedicated to protecting the public's health, safety, and welfare through establishing and promoting uniform laws, licensing standards, and professional ethics for the four professions regulated by the board. These organizations also prepare, administer, and score national examinations that are used to assess a candidate's ability to protect the public's health, safety, and welfare with respect to architecture, engineering, land surveying and landscape architecture.

The AELS board is a member of the following national organizations:

- Council for Landscape Architectural Registration Boards (CLARB)
- National Council for Architectural Registration Boards (NCARB)
- National Council for Examiners for Engineering and Surveying (NCEES)

Membership of each council is comprised of licensing boards across the United States, including U.S. territories.

As a member of these organizations, the AELS board actively participates in discussions that result in changes to examination requirements, national licensure standards, as well as model laws and rules for architects, engineers, land surveyors, and landscape architects. Membership in these organizations gives the State access to nationally accepted, psychometrically assessed, professional examinations, thereby saving the State hundreds of thousand, if not millions, of dollars in expenses that would be required to create an independent set of exams.

To encourage member participation, NCEES pays meeting registration, travel and lodging expenses for three delegates from each member board and each member board administrator (MBA) to attend both the regional and annual meetings. NCEES also covers travel expenses for each member board chair and MBA to attend the Board President's Assembly, held biennially. Similarly, NCARB pays meeting registration, travel and lodging expenses for two delegates from each board, one public member, and the member board executive (MBE). Travel expenses for one board member to attend the CLARB Annual Meeting has historically been covered by the State of Alaska.

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FY 2019 Narrative Statement (continued)

During FY 2019, various members of the board and the Executive Administrator attended the following meetings to discuss legislation, deregulation trends, evolving technology and its effect on regulatory boards, national standards for education and experience, examination content, law enforcement, and identify potential areas for streamlining application processes to increase licensure mobility between jurisdictions:

- NCEES Annual Meeting, August 2018
- CLARB Annual Meeting, September 2018
- NCEES Board Presidents' Assembly/ Member Board Administrators Meeting, February 2019 (*held biennially*)
- NCARB Regional Summit, March 2019
- NCEES Western/Southern Zone Interim Meeting, May 2019
- NCARB Annual Meeting, June 2019

Several meetings also included professional development sessions and/or workshops for board members and administrators.

Through their role on the AELS board, the following members and staff also serve on committees for these national councils and other institutions:

- AELS Chair Colin Maynard currently serves on NCEES' Advisory Committee on Council Activities.
- AELS Vice Chair Jeff Koonce currently serves on the NCARB Continuing Education Committee
- AELS Secretary Elizabeth Johnston and board member Fred Wallis continue to serve on the University of Alaska Fairbanks, College of Engineering's Advisory Council
- Board member Catherine Fritz continues to serve on the Western Council of Architectural Registration Boards (WCARB) Regional Strategic Planning Committee. During FY 2020 she will also serve on WCARB's Bylaws & Rules Committee and NCARB's Architectural Accreditation Committee.
- AELS Executive Administrator Alysia Jones continues to serve on NCARB's Member Board Executives Committee. In FY 2020, she will also serve on the WCARB Education Committee and NCEES Western Zone Leadership Development Committee.

In-State Travel for Board Meetings & Outreach

In May 2019, the board held its first video-conference meeting in an effort to reduce travel costs and identify potential ways to streamline the application review process. However conducting the meeting in this format revealed several inefficiencies:

- **Technology** – The rooms are not properly configured to handle large boards meeting in multiple locations. Those attending remotely had to look at the back of presenters' heads. The lack of multiple screens meant the board frequently had to switch back and forth between screen sharing and viewing fellow board members. One board member attended telephonically and was unable to fully engage with the rest of the board and/or effectively signal to the Chair and/or staff when she wished to comment on a topic.

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FY 2019 Narrative Statement (continued)

Resources – Hosting meetings via videoconference requires additional staff resources to ensure multiple locations are equipped with the appropriate videoconferencing equipment, documentation, signage, etc.

Application review – The board attempted to review applications outside the board meeting, and while two of the board members liked the flexibility of reviewing applications prior to the meeting, the majority of members noted a significant increase in the amount of time it took to review the applications individually rather than in a group setting. Additionally, reviewing applications in a group format allows members to train one another and mentor newer board members on what to look for during the review process. During the videoconference, board members had to take turns to discuss a particular application and were unable to hold multiple discussions which lengthened the review process. Based upon this experience, the board maintains that in-person review of the applications is most efficient. Additionally, having the AELS Licensing Examiner attend the meeting is beneficial for both board members and staff, providing an opportunity to learn from the discussions and improve preparation of application materials. It is also unclear whether this method violates the intent of the open meetings act, given that the Board was recently told that all application review has to be done in an open meeting rather than executive session.

Engagement – The board continues to make outreach a priority and individual members often give presentations on the purpose of the AELS board and the importance of licensure. The Board also tries to schedule outreach activities in conjunction with board meetings to engage with students, current registrants, and the public. Having the full board at a society luncheon and/or presentation to students can send a powerful message in and of itself. Similarly, a lack of in-person engagement with these groups has the potential to send a negative message and infer the board is not interested in hearing from students, applicants, or registrants about licensure requirements and process, or requirements for maintaining a license.

The board is also reviewing travel times to ensure the board is making the most efficient use of their available time together both prior to and following the meeting to engage in outreach activities and/or committee work. For example, if traveling board members arrive in the afternoon on the day before the meeting, a presentation could be scheduled or a committee may choose to meet during that time.

In addition, the premise of videoconferencing is to save State resources. However, the Board is completely funded by program receipts and, through conscientious fiscal management by the Board and Division, currently has a surplus of over \$800,000. Spending \$4,500 to \$9,500/meeting to facilitate the Board's functioning will not threaten that surplus.

As a result of the identified inefficiencies with conducting board meetings via videoconference, the board requests all four quarterly meetings in FY 2020 be held in-person. Each meeting is considered to be of equal importance and are therefore listed in chronological order.

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FY 2019 Narrative Statement (continued)

August 1-2, 2019

The board requests to meet in Anchorage, the most cost effective location to minimize travel costs and in order to participate in the Association of General Contractor's Family Safety Day event. Last year the board offered a surveying activity during the event and developed flyers that explained the importance of licensure. Additionally, this meeting typically sees the largest volume of applications. It is likely the board will have a new public member by the August meeting and will need to train that individual on the application review process.

November 7-8, 2019

The board requests to meet in Fairbanks in order to meet with engineering and surveying students at the University of Alaska, Fairbanks. November is an opportune time to meet with students as it is in the middle of the semester and aligns with the board's quarterly meeting. Additionally, the Arctic Engineering/Northern Design Committee is reviewing criteria for the arctic requirement (12 AAC 36.110) and it would be extremely valuable for the board to discuss this topic with students and get their input. Continuing conversations with professors who teach the current course offerings would also be extremely beneficial. The Fairbanks Chapter of the Alaska Society of Professional Engineers previously extended an invitation to the board to speak at one of their monthly meetings. The Board intends to coordinate with the Fairbanks Chapter to schedule a presentation in conjunction with this quarterly meeting.

February 6-7, 2020

The Board requests to meet in Juneau in order for board members to meet with legislators to discuss the proposed changes to the definition of the practice of landscape architecture (AS 08.48.341(15)). In conjunction with the January 2019 meeting, members of the board met with Senator Chris Birch and Senator Mike Shower and stopped by the offices of Senator Lora Reinbold and Representative Colleen Sullivan-Leonard. Based upon recommendations from these meetings, the Legislative Liaison Committee is in the process of drafting a more detailed explanation for the proposed changes and hope to have a sponsor before next session. The Board also tries to schedule this meeting to coincide with the Alaska Professional Design Council's Legislative Fly-In in order to engage with registrants and students from all over the state. In terms of application review, this meeting is the last opportunity for professional land surveyor applicants to apply before the annual administration of the Alaska Land Surveyor Exam and professional engineer by exam applicants (for certain disciplines) to apply before the April NCEES PE exam administration.

May 7-8, 2019

The board requests to meet in Anchorage to minimize costs associated with board travel. This location is easily accessible for board members and staff that need to travel and provides an opportunity to schedule outreach with professional societies, the University of Alaska, Anchorage, and conduct committee meetings before and/or after the actual board meeting.

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Budget Recommendations for FY 2020

The Budget Recommendations section anticipates the board’s fiscal priorities for the upcoming year. Please complete all parts of this section with details about anticipated meetings, conferences, memberships, supplies, equipment, to other board requests. Meeting expenses that are being funded through third-party reimbursement or direct booking must be identified separately from expenses paid through license fees (receipt-supported services or RSS). Be sure to explain any items listed as “other” so they may be tracked appropriately.

Board Meeting Date	Location	# Board	# Staff
February 6-7, 2020	Juneau, Alaska	11	2
<input checked="" type="checkbox"/> Airfare:			\$3,750.00
<input checked="" type="checkbox"/> Hotel:			\$4,000.00
<input checked="" type="checkbox"/> Ground:			\$350.00
<input checked="" type="checkbox"/> Other:			\$1,532.00
Total Estimated Cost:			\$9,632.00

Board Meeting Date	Location	# Board	# Staff
November 7-8, 2019	Fairbanks, Alaska	11	2
<input checked="" type="checkbox"/> Airfare:			\$3,400.00
<input checked="" type="checkbox"/> Hotel:			\$3,120.00
<input checked="" type="checkbox"/> Ground:			\$320.00
<input checked="" type="checkbox"/> Other:			\$1,832.00
Total Estimated Cost:			\$8,672.00

Board Meeting Date	Location	# Board	# Staff
August 1 & 2, 2019	Anchorage, Alaska	11	2
<input checked="" type="checkbox"/> Airfare:			\$1,400.00
<input checked="" type="checkbox"/> Hotel:			\$1,400.00
<input checked="" type="checkbox"/> Ground:			\$550.00
<input checked="" type="checkbox"/> Other:			\$1,006.00
Total Estimated Cost:			\$4,356.00

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Budget Recommendations for FY 2020

Board Meeting Date	Location	# Board	# Staff
May 7 & 8, 2020	Anchorage, Alaska	11	2
<input checked="" type="checkbox"/> Airfare:			\$1,400.00
<input checked="" type="checkbox"/> Hotel:			\$1,400.00
<input checked="" type="checkbox"/> Ground:			\$550.00
<input checked="" type="checkbox"/> Other:			\$1,006.00
Total Estimated Cost:			\$4,356.00

Travel Required to Perform Examinations			
<input type="checkbox"/> Not applicable			
Date	Location	# Board	# Staff
April 2020	Fairbanks	1	
Description of meeting and its role in supporting the mission of the Board:			
Every effort is made to utilize board members and staff to proctor the Alaska Land Surveying (AKLS) Exam, however in the event a proctor is needed in Fairbanks, the board requests one day of travel be included in FY 2020 for a board member or staff to proctor the exam.			
<input checked="" type="checkbox"/> Airfare:			\$87.00
<input type="checkbox"/> Hotel:			\$0.00
<input checked="" type="checkbox"/> Ground:			\$40.00
<input type="checkbox"/> Conference:			\$0.00
<input checked="" type="checkbox"/> Other:			\$45.00
Describe "Other" (break out all sections):			
Total Estimated Cost:			\$172.00

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Budget Recommendations for FY 2020 (continued)

Out-of-State Meetings and Additional In-State Travel (Rank in order of importance)

#1 Rank in Importance or Not Applicable

Date	Location	# Board	# Staff
August 14-17, 2019	Washington, D.C.	5	1

Description of meeting and its role in supporting the mission of the Board:

The purpose of the NCEES Annual Meeting is to discuss and take action on resolutions that result in updates to model laws, national education standards, and/or content of professional engineering and surveying examinations, all of which may directly affect AELS engineer and land surveyor applicants. Similarly, the Survey Exam Module Task Force is looking at revising the professional surveying exam and developing modules, which may result in extensive changes to the state-specific Alaska Land Surveyor exam. Participation in this meeting allows the AELS board to play an active role in decisions regarding national minimum standards and requirements for engineer and land surveyor licensure for the protection of public health, safety, and welfare.

This meeting also includes professional development workshops and training sessions for board administrators and members. Topics for administrators include mobility agreements, ethics, law enforcement, auditing continuing education, and NCEES' E3 system. AELS staff use NCEES' E3 system on a daily basis to complete and access license verifications, approve exam requests, enter and review disciplinary actions, and disseminate state-specific requirements to potential applicants.

This meeting is ranked #1, as engineers make up eighty-three percent of AELS registrants. Surveyors represent the third largest profession regulated by the board.

FUNDING: NCEES offers three types of funding for the Annual Meeting. All airfare, hotel, and conference fees are third-party direct booked.

- **Funded Delegates:** NCEES funds up to three delegates from each member board, to be determined by the board.
- **Member Board Administrators:** In 2018, NCEES membership voted to offer separate funding for board administrators to attend the meeting for continuity and the different perspective staff offers on issues.
- **First Time Attendees:** The purpose of this funding is to encourage new board members/ staff to familiarize themselves with NCEES programs, and how it relates to their role on a regulatory board. To be eligible for this funding, board members/ administrators must be appointed within the past 24 months. Board members Jennifer Anderson and new public member (TBD) are eligible for this funding to attend the 2019 meeting.

Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input checked="" type="checkbox"/> Airfare:	\$0.00	\$0.00	\$4,968.00	\$4,968.00
<input checked="" type="checkbox"/> Hotel:	\$0.00	\$0.00	\$3,600.00	\$3,600.00
<input type="checkbox"/> Ground:	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Conference:	\$0.00	\$0.00	\$2,700.00	\$2,700.00
<input checked="" type="checkbox"/> Other	\$0.00	\$1,500.00	\$0.00	\$1,500.00
Describe "Other" (break out all sections):				
NCEES provides a \$250 stipend to each funded attendee to cover travel meals and ground transportation to and from airport.				
Net Total:	\$0.00	\$1,500.00	\$11,268.00	\$12,768.00

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Budget Recommendations for FY 2020

Out-of-State Meetings and Additional In-State Travel

#2 Rank in Importance

Date	Location	# Board	# Staff
June 18-20, 2020	Austin, TX	3	1

Description of meeting and its role in supporting the mission of the Board:

The purpose of the NCARB Annual Meeting is to discuss and take action on resolutions related to national licensure standards for architects including potential updates to model law; NCARB bylaws; requirements for education, experience, and examination; and alternative pathways to licensure. Participation in this meeting allows the AELS board to play an active role in decisions regarding national minimum standards and requirements for architectural licensure for the protection of public health, safety, and welfare.

Additionally, the annual meeting includes workshops to examine ways regulatory boards can proactively address deregulatory environments, identify trends in technology that may impact regulation, how to educate policy makers, and training sessions on how to better utilize NCARB tools and resources.

This meeting is ranked #2 because architects are the second largest profession regulated by the AELS board and represents nine percent of all AELS registrants. The board considers representation at annual meetings for each of the national councils to which the board belongs as critical.

FUNDING: NCARB offers funding for up to four delegates from each member board. Airfare, hotel, and conference fees for the executive are third-party direct booked. For the two funded delegates and public member, airfare and hotel are third-party reimbursed, and conference fees are third-party direct booked.

- **Funded Delegates** – NCARB funds travel costs for two delegates from each board. There is no restriction on the discipline/ profession of the board member, attendees determined by the board
- **Public/consumer member** – NCARB covers travel costs for one public member of each board
- **Member Board Executive** - Airfare, hotel and conference third-party direct booked

Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input checked="" type="checkbox"/> Airfare:	\$0.00	\$2,664.00	\$880.00	\$3,544.00
<input checked="" type="checkbox"/> Hotel:	\$0.00	\$1,200.00	\$400.00	\$1,600.00
<input type="checkbox"/> Ground:	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Conference:	\$0.00	\$0.00	\$2,660.00	\$2,660.00
<input checked="" type="checkbox"/> Other	\$0.00	\$1,280.00	\$0.00	\$1,280.00
Describe "Other" (break out all sections):				
NCARB will reimburse delegates up to \$80/day to cover travel meals and ground transportation to and from airport. Expense report required.				
Net Total:	\$0.00	\$5,144.00	\$3,940.00	\$9,084.00

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Budget Recommendations for FY 2020

Out-of-State Meetings and Additional In-State Travel

#3 Rank in Importance

Date	Location	# Board	# Staff
September 26-28, 2019	St. Louis, MO	1	0

Description of meeting and its role in supporting the mission of the Board:

The purpose of the CLARB Annual Meeting is to discuss and take action on resolutions related to national licensure standards for landscape architects, amendments to bylaws, and analyzing current licensure processes to identify potential areas for streamlining and/or increasing mobility. Participation in this meeting allows the AELS board to play an active role in decisions regarding national minimum standards and requirements for landscape architect licensure for the protection of public health, safety, and welfare.

This meeting is ranked #3, however representation at annual meetings for each of the national councils to which the board belongs is considered critical.

CLARB offers tiered membership options, some of which cover travel costs to the annual meeting for one or more representatives of the board depending upon the selected option. Based upon a review of travel costs for the past two CLARB Annual Meetings, AELS selected the basic option which does NOT include any coverage of travel costs.

Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input checked="" type="checkbox"/> Airfare:	\$680.00	\$0.00	\$0.00	\$680.00
<input checked="" type="checkbox"/> Hotel:	\$600.00	\$0.00	\$0.00	\$600.00
<input checked="" type="checkbox"/> Ground:	\$40.00	\$0.00	\$0.00	\$40.00
<input checked="" type="checkbox"/> Conference:	\$975.00	\$0.00	\$0.00	\$975.00
<input checked="" type="checkbox"/> Other	\$150.00	\$0.00	\$0.00	\$150.00
Describe "Other" (break out all sections):				
Travel meals and any meals not included with meeting registration.				
Net Total:	\$2,445.00	\$0.00	\$0.00	\$2,445.00

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Budget Recommendations for FY 2020

Out-of-State Meetings and Additional In-State Travel

#4 Rank in Importance

Date	Location	# Board	# Staff
May 2020	TBD	3	1

Description of meeting and its role in supporting the mission of the Board:

The purpose of the NCEES Western Zone meeting is to discuss and put forth resolutions related to NCEES' Model Laws and Rules, examination policies and procedures, and/or education requirements for licensure, that will be voted on during the annual meeting. Zone meetings are structured so there are specific break-out sessions for engineers, surveyors, member board administrators, and law enforcement to allow each group to discuss topics of interest. Being able to send three funded delegates and the board administrator allows representatives from the AELS board to actively participate in all of the break out sessions and have a voice in the discussions. Additionally, the AELS board is extremely interested in hearing from the Survey Exam Task Force and discussing progress on the professional survey exam module, which may have a significant effect on the content of the Alaska Land Surveying Exam. The Zone meeting is also a time to focus on legislative issues and trends at the regional level, such as Consumer Choice Act, Right to Earn a Living Act, and Military Spouse Portability. This meeting allows attendees to proactively address concerns and share experiences to assist and learn from other jurisdictions.

FUNDING: NCEES offers two types of funding for the Zone Meeting. All airfare, hotel, and conference fees for both types are third-party direct booked.

- **Funded Delegates:** NCEES funds up to three delegates from each member board, to be determined by the board. Historically, two engineers and one land surveyor attend as the funded delegates for the AELS board.
- **Member Board Administrators:** In 2018, NCEES membership voted to offer separate funding for board administrators to attend the Zone meeting for continuity and the different perspective staff offers on issues.

Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input checked="" type="checkbox"/> Airfare:	\$0.00	\$0.00	\$2,050.00	\$2,050.00
<input checked="" type="checkbox"/> Hotel:	\$0.00	\$0.00	\$2,000.00	\$2,000.00
<input type="checkbox"/> Ground:	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Conference:	\$0.00	\$0.00	\$2,400.00	\$2,400.00
<input checked="" type="checkbox"/> Other	\$0.00	\$800.00	\$0.00	\$800.00
Describe "Other" (break out all sections):				
NCEES provides a \$200 stipend to each funded attendee for travel meals and ground transportation.				
Net Total:	\$0.00	\$800.00	\$6,450.00	\$7,250.00

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Budget Recommendations for FY 2020

Out-of-State Meetings and Additional In-State Travel

#5 Rank in Importance

Date	Location	# Board	# Staff
March 6-7, 2020	Boston, MA	3	1

Description of meeting and its role in supporting the mission of the Board:

The NCARB Regional Summit allows members to focus on key issues related to architectural licensure at the regional level including deregulation trends, legislation, evolving technology and its effect on regulatory boards, national standards for education and experience, and examination content. Meetings are structured to include training sessions, regional breakout sessions, and plenary sessions. In conjunction with the Regional Summit, the Member Board Executive (MBE) Committee hosts a one-day workshop for all MBEs the day before the Summit. The workshop is specifically designed for MBEs and includes training sessions by NCARB staff on license verification tools, mutual recognition agreements, certification alternatives, disciplinary database, and other relevant topics.

FUNDING: NCARB offers funding for up to four delegates from each member board as follows:

- **Funded Delegates** – NCARB funds travel costs for two delegates from each board. There is no restriction on the discipline/ profession of the board member, attendees determined by the board
- **Public/consumer member** – NCARB covers travel costs for one public member of each board
- **Member Board Executive** - Airfare, hotel and conference third-party direct booked

Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input checked="" type="checkbox"/> Airfare:	\$0.00	\$2,700.00	\$850.00	\$3,550.00
<input checked="" type="checkbox"/> Hotel:	\$0.00	\$2,000.00	\$800.00	\$2,800.00
<input type="checkbox"/> Ground:	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Conference:	\$0.00	\$0.00	\$1,800.00	\$1,800.00
<input checked="" type="checkbox"/> Other	\$0.00	\$800.00	\$0.00	\$800.00
Describe "Other" (break out all sections):				
NCARB will reimburse up to \$80/day for travel meals and ground transportation. Expense report required.				
Net Total:	\$0.00	\$5,500.00	\$3,450.00	\$8,950.00

**STATE BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS, AND LAND SURVEYORS
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Budget Recommendations for FY 2020

Out-of-State Meetings and Additional In-State Travel

#6 Rank in Importance

Date	Location	# Board	# Staff
TBD	Multiple		1

Description of meeting and its role in supporting the mission of the Board:

Investigative sweeps are critical to ensure public health, safety, and welfare. Expenditures noted below represent the combined total for the following investigative sweeps:

- Fairbanks – 3 days in the field, travel on day 1 and 3
- Juneau – 3 days in the field, travel on day 1 and 3
- Kenai Peninsula - 3 days in the field, travel on day 1 and 3
- Seward – 2 days in the field, same day travel

Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input checked="" type="checkbox"/> Airfare:	\$600.00	\$0.00	\$0.00	\$600.00
<input checked="" type="checkbox"/> Hotel:	\$1,000.00	\$0.00	\$0.00	\$1,000.00
<input checked="" type="checkbox"/> Ground:	\$860.00	\$0.00	\$0.00	\$860.00
<input type="checkbox"/> Conference:	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Other	\$540.00	\$0.00	\$0.00	\$540.00
Describe "Other" (break out all sections):	ME&I.			
Net Total:	\$3,000.00	\$0.00	\$0.00	\$3,000.00

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Budget Recommendations for FY 2020 (continued)

Non-Travel Budget Requests

- | | | |
|--|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Not Applicable | <input type="checkbox"/> Resources | <input type="checkbox"/> Examinations |
| <input checked="" type="checkbox"/> Membership | <input type="checkbox"/> Training | <input type="checkbox"/> Other |

Product or Service	Provider	Cost Per Event
Membership & Services	National Council of Architectural Registration Boards/ Western Council of Architectural Registration Boards*	\$10,500.00

Description of item and its role in supporting the mission of the Board:

The National Council of Architectural Registration Boards (NCARB) is a national nonprofit organization comprised of architectural licensing boards representing fifty-five states and territories. NCARB develops and administers national programs for licensure candidates and architects. As a member of NCARB, the AELS board has access to:

- Exam development, administration, and scoring services for the Architectural Registration Examination (A.R.E.), a multi-division exam that used as a national standard to assess candidate’s knowledge and skills regarding the practice of architecture
- Tracking of 3,740 hours of experience and verification experience relates to 96 tasks categorized within six core areas of experience
- Access to licensure verification tools, records transmittals, and a national disciplinary database.

*Annual membership dues for NCARB are \$6,500. Annual membership dues for WCARB are \$4,000. Regional dues are used to develop and offer education programs at the regional level, leadership training and development to help board members become better regulators and board members, travel costs for the executive committee members, and the WCARB Executive Director’s salary. At the 2019 Regional Meeting, attendees requested the Region 6 Executive Committee review the regional dues to present options to the Region 6 members including potential reduction in dues and ways to add more value to the regional meetings.

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Budget Recommendations for FY 2020

Non-Travel Budget Requests

- Not Applicable Resources Examinations
 Membership Training Other

Product or Service	Provider	Cost Per Event
Membership & Services	National Council of Examiners for Engineering & Surveying	\$6,500.00

Description of item and its role in supporting the mission of the Board:

The National Council for Examiners for Engineering and Surveying (NCEES) is a national nonprofit, 501(c)(3) that maintains uniform model laws and rules and sets licensing standards that are determined by its member boards. NCEES' members are engineering and surveying licensure boards from all 50 states, the District of Columbia, Guam, Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands. Membership dues account for approximately 1.5 percent of the Council's total revenue, or \$435,500.

NCEES provides the following services to its member boards:

- Examinations - exam development, administration services, and scoring.
- Member Services - Integrated customer management system and records program, used daily by AELS staff working with applicants to verify education, examination results, and licensure
- Enforcement Exchange – national database of disciplinary actions
- Meetings – regional (zone) and annual meetings
- Outreach – materials and resources to assist boards in outreach efforts and raising awareness of the importance of licensure
- Publications - The *Annual Report* provides an overview of NCEES accomplishments and growth over the past fiscal year; *Squared* is the official source for engineering and surveying licensure statistics including number of U.S. licensees, exam volume and pass rates, and services such as the Records Program; *Annual Meeting Minutes and Reference Materials* shows the actions taken at the annual meeting and reference material about NCEES.

NCEES also provides a continuing professional competency tracking system, international registry, and credentials evaluation services for licensees.

Over 800 professional engineers and surveyors work with NCEES staff and psychometricians to ensure the fundamentals of engineering, fundamentals of surveying, twenty-five discipline specific professional engineering exams, and the professional surveying exam remain reliable, uniform measures of licensure candidates' competency. The cost for the AELS board to replicate those efforts would be extremely expensive. Additionally, a lack of adherence to national standards would likely have a negative effect on applicants and licensees interested in pursuing registration in other jurisdictions.

STATE BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS, AND LAND SURVEYORS
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Budget Recommendations for FY 2020

Non-Travel Budget Requests

- | | | |
|--|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Not Applicable | <input type="checkbox"/> Resources | <input type="checkbox"/> Examinations |
| <input checked="" type="checkbox"/> Membership | <input type="checkbox"/> Training | <input type="checkbox"/> Other |

Product or Service	Provider	Cost Per Event
Membership & Services	Council of Landscape Architectural Registration Boards	\$5,650.00

Description of item and its role in supporting the mission of the Board:

The Council of Landscape Architectural Registration Boards (CLARB) is a national nonprofit that works to protect the public's health, safety, and welfare by establishing and promoting professional licensure standards. Membership dues provide:

- Access to the Landscape Architectural Registration Examination that is used as a national standard to assess candidate's knowledge and skills regarding the practice of landscape architecture
- Access to records transmittals which staff use to verify an applicant's education, experience, examination, and licensure in another jurisdiction
- National disciplinary database
- Virtual regional meetings
- Training/ webinars on a variety of topics including new member orientations, CLARB tools and resources, mid-year review, and developing skills to identify potential issues and make future-focused decisions regarding regulation.

Other Items with a Fiscal Impact

Cost Per Event: \$0.00

Not Applicable

Number of Events: 0

Product or Service	Provider	Total Cost
Exam development and scoring	TEST, Inc.	\$10,000.00

Description of item and its role in supporting the mission of the Board:

TEST, Inc. develops and scores the Alaska Land Surveyor Exam (AKLS). Each year, following the exam administration, the AKLS Test Blueprint is reviewed by Subject Matter Experts (SMEs) at the test development/ review workshop. The SMEs will update the test blueprint if there are any changes made in the statutes, rules, or regulations that impact the practice of land surveying within the State of Alaska. The SMEs also compare the AKLS Exam Test Blueprint to the NCEES Fundamentals of Surveying (FS) and Professional Surveying (PS) test specifications to ensure the AKLS exam complements and does not duplicate the content and scope of the FS and/or PS examinations.

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Budget Recommendations for FY 2020 (continued)

Other Items with a Fiscal Impact

Cost Per Event: \$0.00

Not Applicable

Number of Events: 0

Product or Service	Provider	Total Cost
Outreach	AELS Board	\$1000.00

Description of item and its role in supporting the mission of the Board:

One of the board’s goals for FY 2020 is to continue to develop and expand its outreach efforts. In April 2017, the board approved adding budget item “outreach” with an initial budget of \$1,000 per year to be spent facilitating communication about board activities, rules, laws, etc. Facilitating opportunities where the board can engage with students, applicants, registrants and the public is a pro-active approach to ensuring understanding of requirements for licensure and compliance which is critical to the board’s mission to protect public health, safety, and welfare as well as reduce the number of investigative matters.

Summary of FY 2020 Fiscal Requests

Board Meetings and Teleconferences:	\$27,016.00
Travel for Exams:	\$172.00
Out-of-State and Additional In-State Travel:	\$43,497.00
Dues, Memberships, Resources, Training:	\$22,650.00
Total Potential Third-Party Offsets:	-\$38,052.00
Other:	\$0.00
Total Requested:	\$55,283.00

**STATE BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS, AND LAND SURVEYORS
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Legislation Recommendations Proposed Legislation for FY 2020

No Recommendations

The Board has no recommendations for proposed legislation at this time.

Recommendations

The Board has the following recommendations for proposed legislation:

AS 08.48.341(15).

The main reasons for the change to the definition of the “practice of landscape architecture” are:

- 1) To better define the professional practice of landscape architecture as represented by CLARB through their adopted Model Law.
- 2) To better define the professional practice of landscape architecture within the State of Alaska as based on the education, practice, and knowledge, skills and abilities identified by CLARB for examination on the L.A.R.E., and to differentiate landscape architecture from the other professions regulated by the board.

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Regulation Recommendations Proposed Legislation for FY 2020

No Recommendations

The Board has no recommendations for proposed regulations at this time.

Recommendations

The Board has the following recommendations for proposed regulations:

Proposed Changes to 12 AAC 36.135, .145, & .185

12 AAC 36.135. Review of application for corporate, limited liability company, or limited liability partnership authorization, is proposed to clarify that there may be more than one registrant authorized for each discipline as part of a corporate authorization. Allows any employee of an authorized entity to seal documents for the corporation, if authorized by the registrant in responsible charge for the corporation, limited liability company, or limited liability partnership.

12 AAC 36.145. Architectural, engineering, or surveying offices, is a proposed new section to clarify whether there has to be an individual in each discipline in every office and whether some of the employees in that office can have technical supervision on projects by a registrant in another office.

12 AAC 36.185. Use of seals, is proposed to repeal subsection (c). The intended effect of this repeal is to establish similar language under 12 AAC 36.145.

A notice of proposed changes approved at the November 2018 meeting was sent to all AELS registrants, including corporations, LLCs, and LLPs on Friday, December 21, 2018. The board reviewed all received public comments at their January 30-31, 2019 meeting and decided to table the discussion until the next meeting. At the May 2019 meeting, the board approved the changes to 12 AAC 36.135, .145, 185 as public noticed.

12 AAC 36.050(b)(1) At the November 2018 meeting, the board confirmed current processes were appropriate and is in the process of drafting language that is more in alignment with current practice. The board reviewed proposed language at the May 2019 meeting that clarified what documentation needs to be on file in order for an Engineer by Exam applicant to sit for the Professional Engineering exam. The board determined that additional updates were necessary and will review an updated draft at the August 2019 meeting.

12 AAC 36.066. The State of Alaska requires Professional Land Surveyor applicants to have passed the FS but no longer mandates who can take that exam, hence, reference to eligibility to take the Fundamentals of Surveying exam is no longer valid. The FS exam is developed, maintained, and offered by NCEES. As a member of NCEES, the State of Alaska AELS Board has a voice in the FS exam content and administration through NCEES. At the May 2019 meeting, the board determined additional work was needed to clarify who can verify work experience and plan to revisit the regulation project at the August 2019 meeting.

12 AAC 36.990. Define “progressive experience” and “mentoring program”. The AELS Chair provided draft definitions and requested input from all board members on terminology updates prior to the August 2019 meeting.

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Goals and Objectives

Part I

FY 2019's goals and objectives, and how they were met:

During FY 2019, the AELS board identified four main goals related to outreach, streamlining application review processes, licensure mobility, and regulation relevancy. The following is a summary of each goal, the objectives and status of these efforts.

Develop Outreach Efforts

The AELS board is a strong proponent of preemptive education and set a goal of increasing awareness, understanding, and compliance with AELS statutes and regulations. Objectives for outreach included:

- *Compile a list of potential outreach opportunities and audiences* – The board was successful in putting together a list and board members have reached out to some of the groups to schedule presentations and other outreach events. Members of the board have conducted presentations on their own as well as provided *Meet the Board* events in conjunction with their January 2019 meeting.
- *Develop a Powerpoint presentation to be used during licensure presentations to ensure consistent messaging and provide a tool for board members and staff to utilize* – AELS Chair developed a Powerpoint, that is now housed in OnBoard for all members to access and utilize. The presentation was given at the American Institute of Architects (AIA) Alaska Chapter's annual conference and the board plans to be a regular presenter at the conference going forward. Board member Catherine Fritz revised the presentation and used it for the *Meet the Board* outreach events in January 2019.
- *Develop a pamphlet on UAVs* – This objective is still in process. The board made considerable revisions to the *AELS Guidance Manual* including clarification on what activities constitute the practice of land surveying and information on the use of UAVs as it relates to the practice of land surveying. Additionally, Dave Hale and John Kerr created a PowerPoint presentation on land surveying in Alaska that has been used in multiple presentations.

Additional outreach activities for FY 2019 included:

- AELS booth and surveying activity at the AGC-Alaska's Safety Fair
- Multiple discussions with the Alaska chapter of the American Society of Landscape Architects (ASLA) about the proposed legislation to update the definition of the practice of landscape
- Presentation to the Civil Engineering and Mechanical Engineering wrap-up courses at the University of Alaska, Anchorage

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STATE BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS, AND LAND SURVEYORS
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Goals and Objectives (continued)

Part I (continued)

FY 2019's goals and objectives, and how they were met:

Streamline Application Review Process

The Licensure Mobility Committee was tasked with evaluating the board's current process to identify areas to increase efficiencies. Additionally, the Committee looked into the possibility of delegating approval of applications that met certain criteria to AELS staff. The Executive Administrator gathered information from other jurisdictions on application review processes and presented it to the Board at the November 2018 meeting. At that time the board determined that the application types that staff would be allowed to approve did not warrant the statute change required to delegate that authority.

Traditionally, application review has been conducted during the board's quarterly meetings. However, through the use of OnBoard (web-based board management application) and requirement to conduct the majority of meetings via videoconference, the board tried a different approach to application review for their May 2019 meeting. Unfortunately the new format proved to be less efficient than the current, collaborative review process. Additional explanation is provided in the "In-State Travel for Board Meetings & Outreach" section within the FY 2019 Narrative Statement.

Licensure Mobility

In conjunction with streamlining the application review process, the Licensure Mobility Committee reviewed criteria of the four professions regulated by the board and various license types to try and establish standards for AELS staff to use in approving applications. Based upon the board's determination that a statute change was not warranted at this time, the Committee intends to consider alternate avenues to increase mobility.

Regulation Relevancy

The AELS board recognized the need to update regulations to acknowledge changes in technology and how work is accomplished in today's economy. The board approved the proposed changes to 12 AAC 36.135, .145, and .185 as public noticed.

As noted in the Regulation Recommendations section, the board has several other regulation projects underway to provide additional clarification and address issues with outdated terminology and/or definitions.

**STATE BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS, AND LAND SURVEYORS
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Goals and Objectives

Part II

FY 2020's goals and objectives, and proposed methods to achieve them.

Describe any strengths, weaknesses, opportunities, threats and required resources:

Continue to Develop/ Expand Outreach Efforts

During FY 2020, the board intends to focus on strengthening relationships with professional organizations as well as identifying and developing relationships with other groups. As members of Alaska chapters of these professional societies, board members intend to utilize those established relationships to facilitate presentations and other opportunities for the board to engage with these groups. While board members provide presentations and outreach in their respective duty stations, presentations at conferences, etc. may be prohibited due to travel restrictions.

In addition to working with professional societies and similar organizations, the board plans to increase its participation in events that are oriented to the public, such as the Association of General Contractors - Alaska Chapter's Family Safety Day event, to raise general awareness and understanding of the importance of licensure.

Licensure Mobility

AELS staff is conducting a comparison review of Council Records from CLARB, NCARB, and NCEES against AELS application forms to identify areas of overlap as well as variations in vetting processes. Staff will present findings to the AELS Licensure Mobility Committee for consideration. Potential opportunities include shortened application forms for Council Record holders and utilization of more rigorous vetting processes for references, while still maintaining AELS specific requirements. In the event additional application forms are approved by the board, additional staff resources may be required to assist with form development.

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Sunset Audit Recommendations

Date of Last Legislative Audit: April 27, 2016
Board Sunset Date: June 30, 2025

Audit Recommendation: Extend the AELS Board’s termination date to June 30, 2025 and consider making the temporary, non-voting Landscape Architect seat a permanent, voting member of the board.

Action Taken: The 2017 Legislature approved HB48, which extended the termination date of the board to June 30, 2025 and made the Landscape Architect seat a permanent, voting member of the board.

Next Steps: Evaluate, draft, adopt, and enforce regulation of architects, engineers, land surveyors, and landscape architects to protect the public’s health, safety, and welfare.

Date Completed: