



**Electrical Administrators Program**

PO Box 110806, Juneau, AK 99811

Phone: (907) 465-2550

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

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

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## Electrical Administrator License Application Instructions

In accordance with AS 08.40.090 (a), a person may not act as an electrical administrator in the state without a license issued by the Department; (b) a person licensed under this chapter may perform work only in a category for which the person is licensed.

Please read the application, statutes, regulations, and all instructions carefully. It is your responsibility to be aware of licensing requirements and provide all necessary documentation.

An electrical administrator may be licensed in the following categories:

- Unlimited Commercial Wiring (UCW)
- Residential Wiring (RW)
- Controls and Control Wiring (CNTL)
- Inside Communications (IC)
- Outside Communications (OC)
- Unlimited Line Work Outside (UL)

### LICENSURE BY EXAMINATION

An applicant for licensure by examination must submit a complete application including supporting documentation and fees in order to obtain a license in the State of Alaska.

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

#### 1. APPLICATION

A signed, completed application (#08-4088, pages 1-7).

#### 2. FEES

Fees made payable to "State of Alaska."

Nonrefundable Application Fee:	\$150.00
License Fee:	\$170.00
<hr/>	
Total Fees Due:	\$320.00

#### 3. AUTHORIZATION FOR RELEASE OF RECORDS

A completed Authorization for Release of Records form (#08-4088a).

#### 4. EXAMINATION SCORE

Verification that the applicant has obtained, within the 12 months immediately preceding the date of application, a score of at least 70 percent on the electrical administrator examination administered by PSI Services, LLC.

#### 5. OFFICIAL TRANSCRIPTS (IF USING EDUCATION TO QUALIFY)

Official transcripts from a college, university, or trade school sent directly to the Division of Corporations, Business and Professional Licensing by the school.

Examination results are valid for one year. Electrical administrator license examinations are currently being conducted by PSI Exams. Once approved, contact PSI Exams for examination scheduling information. A list of reference materials for the examination is available in the Candidate Information Bulletin which can be obtained by contacting PSI Exams.

PSI Exams:

Website: <https://candidate.psiexams.com/index.jsp>

## LICENSURE BY CREDENTIALS

Please be advised that passing an exam in another state does not guarantee qualification of an applicant for an Alaska license. Additionally, all other requirements under statute and regulation must be met.

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

### 1. APPLICATION

A signed, completed application (#08-4088, pages 1-7).

### 2. FEES

Fees made payable to "State of Alaska."

Nonrefundable Application Fee:	\$150.00
License Fee:	\$170.00
<hr/>	
Total Fees Due:	\$320.00

### 3. AUTHORIZATION FOR RELEASE OF RECORDS

A completed Authorization for Release of Records form (#08-4088a).

### 4. VERIFICATION OF LICENSURE

A completed Verification of Licensure form (#08-4088c) providing verification of a current, active license from another state, sent directly to the division by that state, that identifies any relevant license category.

### 5. VERIFICATION OF EXAMINATION

Verification of an examination passed in another state, sent directly to the division by that state, that is equivalent to the examination administered in this state. The verification must include the examination content outline.

### 6. OFFICIAL TRANSCRIPTS (IF USING EDUCATION TO QUALIFY)

Official transcripts from a college, university, or trade school sent directly to the Division of Corporations, Business and Professional Licensing by the school.

## EAD Information

An electrical administrator must be assigned to a licensed/registered contractor. Note that assignment is limited to one licensed contractor. A licensee not practicing as an electrical administrator may be issued a license in an “unassigned” status.

**Sec. 08.40.130. Administrator limited to one registered contractor.** A person may not qualify for or operate as an electrical administrator for more than one registered contractor.

**Change of employer or company affiliation.** A licensed electrical administrator shall notify the department in writing within 15 days after a change in electrical administration employment or company affiliation by submitting the Change of Employer/Affiliation form (#08-4102) and \$5.00.

## General Information

### APPLICATION PROCESSING:

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

### LICENSE TERM:

There is no “inactive” status. If you choose not to renew your license, it will lapse. Licenses are issued for a two-year period and expire on December 31 of odd-numbered years, regardless of the date of issuance, except licenses issued within 90 days of the expiration date are issued to the next biennial expiration date. One renewal notice will be mailed at least 30 days before license expiration to the last known address of record.

### PROFESSIONAL FITNESS QUESTIONS:

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

### DENIAL OF APPLICATION:

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

### RANDOM AUDIT:

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

### ADDRESS OR NAME CHANGE:

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

### CERTIFIED TRUE COPIES:

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

### SOCIAL SECURITY NUMBERS:

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

### PUBLIC INFORMATION:

Please be aware that all information on the application form will be available to the public, unless required to be kept confidential by state or federal law. Information about current licensees, including mailing addresses, is available on the division's website at *ProfessionalLicense.Alaska.Gov* under License Search.

**ABANDONED APPLICATIONS:**

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

**BUSINESS LICENSES:**

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

**STALE DOCUMENTS:**

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

**PAYMENT OF CHILD SUPPORT:**

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

**STATUTES AND REGULATIONS:**

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

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

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



THE STATE  
of **ALASKA**

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

**EAD**

FOR DIVISION USE ONLY

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**Electrical Administrator License Application**

**PART I Application Type**

<b>Applying By:</b>	<input type="checkbox"/> Exam	<input type="checkbox"/> Credentials	<input type="checkbox"/> Adding License Category to Alaska License No.: _____
<b>Category:</b>	<input type="checkbox"/> Unlimited Commercial Wiring (UCW)	<input type="checkbox"/> Inside Communications (IC)	<input type="checkbox"/> Residential Wiring (RW)
	<input type="checkbox"/> Controls and Control Wiring (CNTL)	<input type="checkbox"/> Outside Communications (OC)	<input type="checkbox"/> Unlimited Line Work Outside (UL)

**PART II Payment of Fees**

<b>Required Fees:</b>	<input type="checkbox"/> Nonrefundable Application Fee	<b>\$150.00</b>
	<input type="checkbox"/> License Fee <i>(Not required if adding a category to an existing license.)</i>	<b>\$170.00</b>

**PART III Personal Information**

<b>Full Legal Name:</b>			
<p><b>Provide all other names used (maiden, nicknames, aliases).</b> If any documentation will be received in a prior name, you must provide a certified true copy of the documentation showing proof of legal name change(s).</p> <p><input type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Other Names Used: _____</p>			
<b>Mailing Address:</b>	P.O. Box or Street	City	State Zip
<b>Contact Phone:</b>		<b>Date of Birth:</b>	
<p><b>EMAIL AGREEMENT:</b> By choosing to receive correspondence on any matter affecting my license or other business with the Alaska Division of Corporations, Business and Professional Licensing, I agree to maintain an accurate email address through the MY LICENSE web page. I understand that failure to check my email account or to keep the email address in good standing may result in an inability to receive crucial information, potentially resulting in my inability to obtain or maintain licensure.</p>			
<b>Email Address:</b>		<b>Select One:</b>	<input type="checkbox"/> Send my Correspondence Electronically <input type="checkbox"/> Send my Correspondence by Mail
<p><b>Note: If both boxes are selected above, you will receive correspondence electronically.</b></p>			
<p><b>SOCIAL SECURITY NUMBER:</b> AS 08.01.060 requires you to provide your United States Social Security Number. It is considered confidential information and will not be publicly disclosed; it may be used to verify inter-state licensure.</p>			

**PART IV Certificate of Fitness**

Do you hold a Certificate of Fitness issued by the Alaska Department of Labor?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Category:		Certificate Number:	
Original Issue Date:		Expiration Date:	

**PART V Electrical Journeyman Certificate**

Do you hold a certificate as an electrical journeyman in any other state?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
License Type:		License Number:	
Original Issue Date:		State:	

**PART VI Contractor Assignment**

Do you wish to assign your license to a contractor licensed in Alaska?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contractor Company Name:		Alaska Contractor License Number:	

**PART VII Training or Education**

If you are substituting education for some of the experience requirements and are a graduate of an accredited college, university, or trade school, transcripts must be sent directly to the division from the college, university, or trade school.

Name of School	Description of Education and/or Training	Date Attended From (mm/yyyy)	Date Attended To (mm/yyyy)

**PART VIII Professional License(s)**

Please list all states, territories, provinces, or foreign countries in which you currently hold or have ever held a license or certification as an Electrical Administrator (or equivalent). If you have never held an electrical administrator or equivalent license in another state, write "N/A."

State or Jurisdiction	License Number	Issue Date	Expiration Date

## PART IX Examinations

List any state(s) and date(s) in which you passed or failed an electrical administrator's exam.

State	Exam Date	Exam Administered By	Result
			<input type="checkbox"/> Pass <input type="checkbox"/> Fail
			<input type="checkbox"/> Pass <input type="checkbox"/> Fail
			<input type="checkbox"/> Pass <input type="checkbox"/> Fail

## PART X Recent Employment

Describe, in detail, job related experience obtained in the category (or categories) for which you are applying. Note that a year of experience means that within a 12-consecutive-month period you worked in a required field or position for at least 1,500 hours (12 AAC 32.930).

List your most recent experience first. If you have additional employers to list that do not fit on the application, include those on a separate page including all of the information requested below, and submit it with your application.

<b>Employer Name:</b>		<b>Contractor License Number:</b> (If Alaska Contractor)	
<b>Mailing Address:</b>	P.O. Box or Street	City	State Zip
<b>Employment Start Date:</b>		<b>Employment End Date:</b>	<b>Hours Worked Per Week:</b>
<b>Position Held:</b>	<input type="checkbox"/> Journeyman <input type="checkbox"/> Foreman <input type="checkbox"/> Supervisor <input type="checkbox"/> Contractor <input type="checkbox"/> Other: _____		
<b>Description of Duties:</b>			

<b>Employer Name:</b>		<b>Contractor License Number:</b> (If Alaska Contractor)	
<b>Mailing Address:</b>	P.O. Box or Street	City	State Zip
<b>Employment Start Date:</b>		<b>Employment End Date:</b>	<b>Hours Worked Per Week:</b>
<b>Position Held:</b>	<input type="checkbox"/> Journeyman <input type="checkbox"/> Foreman <input type="checkbox"/> Supervisor <input type="checkbox"/> Contractor <input type="checkbox"/> Other: _____		
<b>Description of Duties:</b>			

<b>Employer Name:</b>		<b>Contractor License Number:</b> (If Alaska Contractor)	
<b>Mailing Address:</b>	P.O. Box or Street	City	State Zip
<b>Employment Start Date:</b>		<b>Employment End Date:</b>	<b>Hours Worked Per Week:</b>
<b>Position Held:</b>	<input type="checkbox"/> Journeyman <input type="checkbox"/> Foreman <input type="checkbox"/> Supervisor <input type="checkbox"/> Contractor <input type="checkbox"/> Other: _____		
<b>Description of Duties:</b>			

## PART XI Applicant Experience and Qualifications

Check all that apply:

1. **Unlimited Commercial Wiring (UCW) – 12 AAC 32.145**

I certify that I'm qualified to be licensed as an electrical administrator in this category based on (mark one or more of the following, as applicable):

- a. Practical experience as a journeyman electrician in inside commercial wiring.

<b>From Date:</b>		<b>To Date:</b>		<b>Total Number of Months:</b>	
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- b. Construction management experience in inside wiring as a field superintendent or similar position.

<b>From Date:</b>		<b>To Date:</b>		<b>Total Number of Months:</b>	
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- c. A degree in electrical engineering from a nationally or regionally accredited college or university plus practical experience as a journeyman electrician or field engineer in inside commercial wiring.

<b>From Date:</b>		<b>To Date:</b>		<b>Total Number of Months:</b>	
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- d. A registration in the State of Alaska as a professional electrical engineer plus management experience in the electrical construction industry as a field engineer or in a similar position.

<b>From Date:</b>		<b>To Date:</b>		<b>Total Number of Months:</b>	
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- e. Experience as a journeyman electrician in inside commercial wiring and one year (during qualifying years) of experience as a certified electrical inspector for a state or municipality.

<b>From Date:</b>		<b>To Date:</b>		<b>Total Number of Months:</b>	
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- f. Experience as a journeyman electrician in inside commercial wiring and one year (during qualifying years) of experience as a full-time electrical instructor at a college, university, or trade school that is nationally or regionally accredited or approved by the Alaska Commission on Postsecondary Education;

<b>From Date:</b>		<b>To Date:</b>		<b>Total Number of Months:</b>	
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- g. Experience as a journeyman electrician in inside commercial wiring and completion of a curriculum that the division determines is related to inside commercial wiring at a college, university, or trade school that is nationally or regionally accredited or approved by the Alaska Commission on Postsecondary Education.

<b>From Date:</b>		<b>To Date:</b>		<b>Total Number of Months:</b>	
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2. **Residential Wiring (RW) – 12 AAC 32.215**

I certify that I'm qualified to be licensed as an electrical administrator in this category based on:

- a. Practical experience as a journeyman residential wireman.

<b>From Date:</b>		<b>To Date:</b>		<b>Total Number of Months:</b>	
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3. **Controls and Control Wiring (CNTL) – 12 AAC 32.255**

I certify that I'm qualified to be licensed as an electrical administrator in this category based on (mark one or more of the following, as applicable):

- a. Practical experience as a journeyman installing low voltage controls of 48 volts or less.

<b>From Date:</b>		<b>To Date:</b>		<b>Total Number of Months:</b>	
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**PART XI Applicant Experience and Qualifications (continued)**

- b. Construction management experience in low voltage control wiring as a field superintendent or similar position.

<b>From Date:</b>		<b>To Date:</b>		<b>Total Number of Months:</b>	
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- c. A registration in the State of Alaska as an electrical or mechanical engineer plus management experience in the electrical or mechanical low voltage control wiring industry as a field engineer.

<b>From Date:</b>		<b>To Date:</b>		<b>Total Number of Months:</b>	
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**4. Inside Communications (IC) – 12 AAC 32.175**

I certify that I’m qualified to be licensed as an electrical administrator in this category based on (mark one or more of the following, as applicable):

- a. Practical experience as a journeyman in inside communications.

<b>From Date:</b>		<b>To Date:</b>		<b>Total Number of Months:</b>	
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- b. A degree from a college, university, or trade school in inside communications that is nationally or regionally accredited or approved by the Alaska Commission on Postsecondary Education.

**5. Outside Communications (OC) – 12 AAC 32.105**

I certify that I’m qualified to be licensed as an electrical administrator in this category based on (mark one or more of the following, as applicable):

- a. Practical experience as a journeyman in outside communications.

<b>From Date:</b>		<b>To Date:</b>		<b>Total Number of Months:</b>	
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- b. A degree from a college, university, or trade school in outside communications that is nationally or regionally accredited or approved by the Alaska Commission on Postsecondary Education.

**6. Unlimited Linework Outside (UL) – 12 AAC 32.055**

I certify that I’m qualified to be licensed as an electrical administrator in this category based on (mark one or more of the following, as applicable):

- a. Practical experience as a journeyman lineman in outside linework.

<b>From Date:</b>		<b>To Date:</b>		<b>Total Number of Months:</b>	
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- b. Construction management experience in outside linework as a field superintendent or similar position.

<b>From Date:</b>		<b>To Date:</b>		<b>Total Number of Months:</b>	
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- c. A degree in electrical engineering from a nationally or regionally accredited college or university plus practical experience as a journeyman lineman or field engineer in outside linework.

<b>From Date:</b>		<b>To Date:</b>		<b>Total Number of Months:</b>	
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- d. A registration in the State of Alaska as a professional electrical engineer plus management experience in the electrical construction industry as a field engineer or in a similar engineering position.

<b>From Date:</b>		<b>To Date:</b>		<b>Total Number of Months:</b>	
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- e. Experience as a journeyman lineman in outside linework and one year (during qualifying years) of experience as a certified electrical inspector for a state or municipality.

<b>From Date:</b>		<b>To Date:</b>		<b>Total Number of Months:</b>	
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## PART XI Applicant Experience and Qualifications (continued)

- f. Experience as a journeyman lineman in outside linework and one year of experience as a full-time electrical instructor at a college, university, or trade school that is nationally or regionally accredited or approved by the Alaska Commission on Postsecondary Education.

<b>From Date:</b>		<b>To Date:</b>		<b>Total Number of Months:</b>	
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- g. Experience as a journeyman lineman in outside linework and completion of a curriculum that the division determines is related to outside linework at a college, university, or trade school that is nationally or regionally accredited or approved by the Alaska Commission on Postsecondary Education.

<b>From Date:</b>		<b>To Date:</b>		<b>Total Number of Months:</b>	
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## PART XII Professional Fitness Questions

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

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

When in doubt about your response, disclose and provide the required explanation and documents. Applications submitted without the required attachments will be considered incomplete and will not be processed.

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

### When in doubt, disclose and explain.

1. Have you been convicted of a crime or are you currently charged with committing a crime, or is any such action pending? For purposes of this question, "crime" includes a misdemeanor, felony, or a military offense, including (but not limited to) a conviction involving driving under the influence (DUI) or driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license. "Convicted" includes having been found guilty by verdict of a judge or jury, having entered a plea of guilty, nolo contendere or no contest, or having been given probation, a suspended imposition of sentence, or a fine.  Yes  No
2. Have you had a professional license denied, revoked, suspended, or otherwise restricted, conditioned, or limited or have you surrendered a professional license, been fined, placed on probation, reprimanded, disciplined, or entered into a settlement with a licensing authority in connection with a professional license you have held in any jurisdiction including Alaska and including that of any military authorities or is any such action pending?  Yes  No

"Yes" Answers

**If you answered "yes" to any of the above questions, you must submit signed and dated documentation explaining the specific circumstance(s) of the incident(s).**



THE STATE  
of **ALASKA**

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

**EAD**

FOR DIVISION USE ONLY

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**Signature Page**

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

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

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

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

<b>Applicant Signature:</b>		<b>Date Signed:</b>	
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THE STATE  
of

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

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

## Authorization for Release of Records

I hereby authorize the Alaska Division of Corporations, Business, and Professional Licensing and its investigators to examine my employment, educational records, and records pertaining to litigation, judgments, suits and/or settlements, and any law enforcement records pertaining to me and discuss them with persons having possession of them. I also expressly permit and authorize the release of any and all such records pertaining to me to the Alaska Division of Corporations, Business, and Professional Licensing and its investigators.

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

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

This authorization is given expressly in connection with the application (initial, renewal, reactivation) for issuance of an Electrical Administrator License.

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

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

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



THE STATE

of

ALASKA

Department of Commerce, Community, and Economic Development
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PO Box 110806, Juneau, AK 99811

Phone: (907) 465-2550

Email: ElectricalAdministrators@Alaska.Gov

Website: ProfessionalLicense.Alaska.Gov/ElectricalAdministrators

Verification of Electrical Administrator Licensure and Examination

Applicant:

If you are applying for licensure by credentials, please complete this section, and forward to the state in which you were examined and licensed. This form is to be sent directly from the licensing agency itself to this division at the above address. All costs associated with compliance of this request should be prepaid by yourself.

Form with fields: Applicant Name, Date of Birth, Mailing Address (P.O. Box or Street, City, State, Zip), Applicant Signature, Date Signed.

Licensing Agency or State Board:

The above-named applicant is applying for licensure as an electrical administrator in the State of Alaska. Please complete the following related to the license held by the applicant in your state and return to the Electrical Administrators Program at the letterhead address, along with a copy of examination score report(s) and examination outline.

Form with fields: Licensee Name (As Shown in Your Records), State or Jurisdiction, License Type, License Number, Basis of Licensure (Exam - Date, Credentials, Other), License Status (Current, Inactive, Lapsed, Other), Original Issue Date, Expiration Date.

1. Has this applicant ever been the subject of any licensing action? (If yes, please provide a copy of the order.) [ ] Yes [ ] No

[ ] I have included a copy of the applicant's examination score report(s) and exam outline with this verification document.

If you have additional comments, please include those on a separate sheet of paper and submit it with this verification document.

Form with fields: Board Seal, Signature, Date Signed, Printed Name, Title, Email, Phone.

**UNLIMITED LINework CATEGORY.**

**12 AAC 32.050. REEXAMINATION.** Repealed 7/28/77.

**12 AAC 32.055. QUALIFICATIONS FOR AN ELECTRICAL ADMINISTRATOR LICENSE IN THE UNLIMITED LINework CATEGORY.**

An applicant for an electrical administrator license in the unlimited linework category shall furnish proof satisfactory to the department that the applicant has

- (1) practical experience as a journeyman lineman in outside linework for at least four of the six years immediately preceding the date of application;
- (2) construction management experience in outside linework as a field superintendent or similar position in outside linework for at least four of the six years immediately preceding the date of application;
- (3) a combination of practical experience as a journeyman lineman in outside linework and construction management experience as a field superintendent or similar position in outside linework for at least four of the six years immediately preceding the date of application;
- (4) a degree in electrical engineering from a nationally or regionally accredited college or university plus practical experience as a journeyman lineman or field engineer in outside linework for at least one of the three years immediately preceding the date of application;
- (5) a registration in the state as a professional electrical engineer plus management experience in the electrical construction industry as a field engineer or in a similar engineering position for at least one of the three years immediately preceding the date of application; or
- (6) experience as a journeyman lineman in outside linework for three of the six years immediately preceding the date of application and
  - (a) one year of experience during those six years as a certified electrical inspector for a state or municipality;
  - (b) one year of experience during those six years as a full-time electrical instructor at a college, university, or trade school that is nationally or regionally accredited or approved by the Alaska Commission on Postsecondary Education; or
  - (c) completion of a curriculum that the division determines is related to outside linework at a college, university, or trade school that is national or regionally accredited or approved by the Alaska Commission on Postsecondary Education.

**Authority:** AS 08.40.045 AS 08.40.090 AS 08.40.120 AS 08.40.050

**12 AAC 32.060. FAILURE TO APPEAR FOR EXAMINATION.** Repealed 7/28/77.

**12 AAC 32.065. EXAMINATION FOR AN ELECTRICAL ADMINISTRATOR LICENSE IN THE UNLIMITED LINework CATEGORY.**

An applicant for an electrical administrator license in the unlimited linework category will be examined to determine the

- (1) applicant's knowledge of outside linework and outside communications;
- (2) familiarity with the applicable portions of the regulations contained in the National Electrical Code and the National Electrical Safety Code, as approved by the American National Standards Institute, other applicable installation and safety regulations approved by the American National Standards Institute; and
- (3) practical skill and ability in outside linework and outside communications.

**Authority:** AS 08.40.045 AS 08.40.060 AS 08.40.120 AS 08.40.050

**12 AAC 32.070. ISSUANCE OF LICENSE.** Repealed 7/28/77.

**12 AAC 32.075. SCOPE OF AN ELECTRICAL ADMINISTRATOR LICENSE IN THE UNLIMITED LINework CATEGORY.**

(a) The holder of an electrical administrator license in the unlimited linework category may supervise, in accordance with AS 08.40.195,

- (1) all outside linework defined in (b) of this section; and
- (2) the work defined under the outside communications category in 12 AAC 32.125(b).

(b) Outside linework includes all

- (1) work necessary to the assembling, installation, erection, operation, maintenance, or repair of all electrical apparatus, devices, wires, cables, supports, insulators, conductors, ducts, and raceways when they are part of distribution systems outside of buildings and are outside of property lines of any given property up to and including the primary side of transformers;
- (2) underground ducts and cables when they are part of a system of a distributing company or utility;
- (3) outdoor substations and electrical connections up to and including the setting of transformers and the connecting of the primary busses to them;
- (4) outdoor street lighting on public thoroughfares, roadways, and rights-of-way;
- (5) linework consisting of wood, concrete, metal, or substitutes for those materials; and
- (6) linework consisting of poles or towers, including wires, cables, or other apparatus supported by them.

**Authority:** AS 08.40.045 AS 08.40.090 AS 08.40.195 AS 08.40.050

**12 AAC 32.080. ADMINISTRATOR OF LICENSE.** Repealed 7/28/77.

## **OUTSIDE COMMUNICATIONS CATEGORY.**

### **12 AAC 32.105. QUALIFICATIONS FOR AN ELECTRICAL ADMINISTRATOR LICENSE IN THE OUTSIDE COMMUNICATIONS CATEGORY.**

An applicant for an electrical administrator license in the outside communications category shall furnish proof satisfactory to the department that the applicant

- (1) has practical experience as a journeyman in outside communications for at least two of the four years immediately before the date of application; or
- (2) is a graduate of a college, university, or trade school in outside communications that is nationally or regionally accredited or approved by the Alaska Commission on Postsecondary Education.

**Authority:** AS 08.40.045 AS 08.40.090 AS 08.40.120 AS 08.40.050

### **12 AAC 32.115. EXAMINATION FOR AN ELECTRICAL ADMINISTRATOR LICENSE IN THE OUTSIDE COMMUNICATIONS CATEGORY.**

An applicant for an electrical administrator license in the outside communications category will be examined to determine the

- (1) applicant's knowledge of outside communications;
- (2) familiarity with the applicable portions of the regulations contained in the National Electrical Code and the National Electrical Safety Code, as approved by the American National Standards Institute, other applicable installation and safety regulations approved by the American National Standards Institute; and
- (3) practical skill and ability in outside communications.

**Authority:** AS 08.40.045 AS 08.40.060 AS 08.40.120 AS 08.40.050

### **12 AAC 32.125. SCOPE OF AN ELECTRICAL ADMINISTRATOR LICENSE IN THE OUTSIDE COMMUNICATIONS CATEGORY.**

(a) The holder of an electrical administrator license in the outside communications category may supervise all work defined in (b) of this section in accordance with AS 08.40.195.

(b) Outside communications includes outside linework as defined in 12 AAC 32.075(b) but limited to the installation, operation, maintenance, and repair of telephone, cable television, and intercommunication facilities, up to the first point of distribution or the first terminal inside of buildings or property lines.

**Authority:** AS 08.40.045 AS 08.40.090 AS 08.40.195 AS 08.40.050

## **UNLIMITED COMMERCIAL WIRING CATEGORY.**

### **12 AAC 32.145. QUALIFICATIONS FOR AN ELECTRICAL ADMINISTRATOR LICENSE IN THE UNLIMITED COMMERCIAL WIRING CATEGORY.**

An applicant for an electrical administrator license in the unlimited commercial wiring category shall furnish proof satisfactory to the department that the applicant has

- (1) practical experience as a journeyman electrician in inside commercial wiring for at least four of the six years immediately preceding the date of application;
- (2) construction management experience in inside wiring as a field superintendent or similar position in inside wiring for at least four of the six years immediately preceding the date of application;
- (3) a combination of practical experience as a journeyman electrician in inside commercial wiring and construction management experience as a field superintendent or similar position in inside commercial wiring for at least four of the six years immediately preceding the date of application;
- (4) a degree in electrical engineering from a nationally or regionally accredited college or university plus practical experience as a journeyman electrician or field engineer in inside commercial wiring for at least one of the three years immediately preceding the date of application;
- (5) a registration in the state as a professional electrical engineer plus management experience in the electrical construction industry as a field engineer or in a similar position for at least one of the three years immediately preceding the date of application; or
- (6) experience as a journeyman electrician in inside commercial wiring for three of the six years immediately preceding the date of application and
  - (A) one year of experience during those six years as a certified electrical inspector for a state or municipality;
  - (B) one year of experience during those six years as a full-time electrical instructor at a college, university, or trade school that is nationally or regionally accredited or approved by the Alaska Commission on Postsecondary Education; or
  - (C) completion of a curriculum that the division determines is related to inside commercial wiring at a college, university, or trade school that is nationally or regionally accredited or approved by the Alaska Commission on Postsecondary Education.

**Authority:** AS 08.40.045 AS 08.40.090 AS 08.40.120 AS 08.40.050

### **12 AAC 32.155. EXAMINATION FOR AN ELECTRICAL ADMINISTRATOR LICENSE IN THE UNLIMITED COMMERCIAL WIRING CATEGORY.**

An applicant for an electrical administrator license in the unlimited commercial wiring category will be examined to determine the

applicant's knowledge of commercial and residential inside wiring, inside communications, and low voltage control wiring;

- (1) familiarity with the applicable portions of the regulations contained in the National Electrical Code and other applicable installation and safety regulations approved by the American National Standards Institute; and
- (2) practical skill and ability in commercial and residential inside wiring, inside communications, and low voltage control wiring.

**Authority:** AS 08.40.045 AS 08.40.060 AS 08.40.120 AS 08.40.050

**12 AAC 32.165. SCOPE OF AN ELECTRICAL ADMINISTRATOR LICENSE IN THE UNLIMITED COMMERCIAL WIRING CATEGORY.**

(a) The holder of an electrical administrator license in the unlimited commercial wiring category may supervise, in accordance with AS 08.40.195,

- (1) all inside wiring work defined in (b) of this section;
- (2) the work defined under the inside communications category in 12 AAC 32.195(b);
- (3) the work defined under the residential wiring category in 12 AAC 32.235(b); and
- (4) the work defined under the controls and control wiring category in 12 AAC 32.275(b).

(b) Inside wiring includes

- (1) installation, construction, operation, maintenance, and repair of all electrical work subject to the National Electrical Code within buildings and within property lines of any given property, and beginning at the secondary side of the transformer or street lighting and traffic signalization on public thoroughfares, roadways, or rights-of-way; and
- (2) work starting immediately after the first point of attachment of aerial or underground conductors to buildings or structures if aerial or underground wires or cables are used to provide power for buildings or structures within the property lines of any given property.

(c) Unlimited commercial wiring does not include

- (1) linework consisting of poles and towers, including the wires, cables, and other apparatus supported by them; and
- (2) outdoor substations or other work defined under the unlimited linework category.

**Authority:** AS 08.40.045 AS 08.40.090 AS 08.40.195 AS 08.40.050

**INSIDE COMMUNICATIONS CATEGORY.**

**12 AAC 32.175. QUALIFICATIONS FOR AN ELECTRICAL ADMINISTRATOR LICENSE IN THE INSIDE COMMUNICATIONS CATEGORY.**

An applicant for an electrical administrator license in the inside communications category shall furnish proof satisfactory to the department that the applicant

- (1) has practical experience as a journeyman in inside communications for at least two of the four years immediately before the date of application; or
- (2) is a graduate of a college, university, or trade school in inside communications that is nationally or regionally accredited or approved by the Alaska Commission on Postsecondary Education.

**Authority:** AS 08.40.045 AS 08.40.090 AS 08.40.120 AS 08.40.050

**12 AAC 32.185. EXAMINATION FOR AN ELECTRICAL ADMINISTRATOR LICENSE IN THE INSIDE COMMUNICATIONS CATEGORY.**

An applicant for an electrical administrator license in the inside communications category will be examined to determine

- (1) the applicant's knowledge of inside communications;
- (2) familiarity with the applicable portions of the regulations contained in the National Electrical Code and other applicable installation and safety regulations approved by the American National Standards Institute; and
- (3) practical skill and ability in inside communications.

**Authority:** AS 08.40.045 AS 08.40.060 AS 08.40.120 AS 08.40.050

**12 AAC 32.195. SCOPE OF AN ELECTRICAL ADMINISTRATOR LICENSE IN THE INSIDE COMMUNICATIONS CATEGORY.**

(a) The holder of an electrical administrator license in the inside communications category may supervise all work defined in (b) of this section in accordance with AS 08.40.195.

(b) Inside communications includes work within the inside wiring jurisdiction but limited to the installation, operation, maintenance, and repair of telephone, cable television, and intercommunication facilities, beginning at the first point of distribution or the first terminal inside of buildings or property lines.

**Authority:** AS 08.40.045 AS 08.40.090 AS 08.40.195 AS 08.40.050

**RESIDENTIAL WIRING CATEGORY.**

**12 AAC 32.215. QUALIFICATIONS FOR AN ELECTRICAL ADMINISTRATOR LICENSE IN THE RESIDENTIAL WIRING CATEGORY.**

An applicant for an electrical administrator license in the residential wiring category shall furnish proof satisfactory to the department that the applicant has practical experience as a journeyman residential wireman for at least two of the four years immediately preceding the date of application.

**Authority:** AS 08.40.045 AS 08.40.090 AS 08.40.120 AS 08.40.050



**12 AAC 32.225. EXAMINATION FOR AN ELECTRICAL ADMINISTRATOR LICENSE IN THE RESIDENTIAL WIRING CATEGORY.** An applicant for an electrical administrator license in the residential wiring category will be examined to determine the

- (1) applicant's knowledge of residential wiring;
- (2) familiarity with the applicable portions of the regulations contained in the National Electrical Code and other applicable installation and safety regulations approved by the American National Standards Institute; and
- (3) practical skill and ability in residential wiring.

**Authority:** AS 08.40.045 AS 08.40.060 AS 08.40.120 AS 08.40.050

**a AAC 32.235. SCOPE OF AN ELECTRICAL ADMINISTRATOR LICENSE IN THE RESIDENTIAL WIRING CATEGORY.**

(a) The holder of an electrical administrator license in the residential wiring category may supervise all work defined in (b) of this section, in accordance with AS 08.40.195, on a residential dwelling unit not exceeding three stories in height and no larger than a four-plex except three phase services and wiring.

(b) Residential wiring is limited to the residential occupancies described in (a) of this section, and includes

- (1) inside wiring work as defined in 12 AAC 32.165(b);
- (2) inside communications work as defined in 12 AAC 32.195(b); and
- (3) control and control wiring work as defined in 12 AAC 32.275(b).

**Authority:** AS 08.40.045 AS 08.40.090 AS 08.40.195 AS 08.40.050

**12 AAC 32.240. EXAMINATION REVIEW.** Repealed 4/8/88.

**CONTROLS AND CONTROL WIRING CATEGORY.**

**12 AAC 32.255. QUALIFICATIONS FOR AN ELECTRICAL ADMINISTRATOR LICENSE IN THE CONTROLS AND CONTROL WIRING CATEGORY.**

An applicant for an electrical administrator license in the controls and control wiring category shall furnish proof satisfactory to the department that the applicant is licensed as a mechanical administrator under AS 08.40 and 12 AAC 39 and has

- (1) practical experience as a journeyman installing low voltage controls of 48 volts or less for at least two of the four years immediately before the date of application;
- (2) construction management experience in low voltage control wiring as a field superintendent or similar position in low voltage control wiring for at least two of the four years immediately before the date of application; or
- (3) a registration in the state as an electrical or mechanical engineer plus management experience in the electrical or mechanical low voltage control wiring industry as a field engineer for at least one of the three years immediately before the date of application.

**Authority:** AS 08.40.045 AS 08.40.090 AS 08.40.120 AS 08.40.050

**12 AAC 32.260. TIME AND PLACE FOR FILING APPLICATIONS.** Repealed 8/16/84.

**12 AAC 32.265. EXAMINATION FOR AN ELECTRICAL ADMINISTRATOR LICENSE IN THE CONTROLS AND CONTROL WIRING CATEGORY.**

An applicant for an electrical administrator license in the controls and control wiring category will be examined to determine the

- (1) applicant's knowledge of low voltage control wiring;
- (2) familiarity with the applicable portions of the regulations contained in the National Electrical Code and other applicable installation and safety regulations approved by the American National Standards Institute; and
- (3) practical skill and ability in low voltage control wiring.

**Authority:** AS 08.40.045 AS 08.40.060 AS 08.40.120 AS 08.40.050

**12 AAC 32.270. ORIGINAL LICENSE AND RENEWAL FEES.** Repealed 4/8/88.

**12 AAC 32.275. SCOPE OF AN ELECTRICAL ADMINISTRATOR LICENSE IN THE CONTROLS AND CONTROL WIRING CATEGORY.**

(a) The holder of an electrical administrator license in the controls and control wiring category may supervise all work defined in (b) of this section in accordance with AS 08.40.195.

(b) Controls and control wiring includes the installation of low voltage controls and control wiring of 48 volts or less for heating, plumbing, process piping, cooling, ventilating, humidifying, and refrigerating equipment. Nothing in this section limits the authority or responsibility of a mechanical administrator to ensure that the controls being installed or modified properly function as an integral part of the mechanical system.

(c) Controls and control wiring does not include the installation of power wiring.

**Authority:** AS 08.40.045 AS 08.40.090 AS 08.40.195 AS 08.40.050



THE STATE  
of

**ALASKA**

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

**Professional Licensing**

PO Box 110806, Juneau AK 99811

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

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

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

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

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

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

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

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



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

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

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

- Court orders     
  Consent agreements     
  Disciplinary actions     
  Charging documents  
 Court records     
  Fitness to practice     
  All other documentation related to this incident  
 I have additional incidents for this “Yes” answer, or “Yes” answers to other Professional Fitness questions and have attached a separate copy of this form for each incident.

<b>Full Name:</b>		<b>PL Code:</b>	
<b>Signature:</b>		<b>Date:</b>	

**You must submit one form for each “Yes” answer. Make copies of this form as necessary.**



THE STATE of ALASKA

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

FOR DIVISION USE ONLY

State of Alaska
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
PO Box 110806, Juneau, AK 99811
Phone: (907) 465-2550

Credit Card Payment Form

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

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

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

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

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

AMOUNT

[ ] Application Fee: \_\_\_\_\_

[ ] License or Renewal Fee: \_\_\_\_\_

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

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

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

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

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

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

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

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

08-4438

Rev 12/06/2022

Credit Card Payment Form (all major cards accepted)

CREDIT CARD INFO: Your payment cannot be processed unless all fields are completed!
1. Credit Card Number: \_\_\_\_\_
2. Expiration Date: \_\_\_\_\_
3. Security Code: \_\_\_\_\_
All 3 fields MUST be completed!
This section will be destroyed after the payment is processed.