

# ***Annual Report***

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## ***Fiscal Year 2020***

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



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

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**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.

**Board of Architects, Engineers, and Land Surveyors  
FY 2020 Annual Report**

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**Board of Architects, Engineers, and Land Surveyors  
FY 2020 Annual Report**

**Identification of the Board**

| <b>Board Member</b>   | <b>Duty Station</b> | <b>Date Appointed</b> | <b>Term Expires</b> |
|---|---------------------|-----------------------|---------------------|
| <b>Jeffrey Koonce, Chair</b><br>Architect                               | Anchorage, AK       | Mar 01, 2013          | Mar 01, 2021        |
| <b>Elizabeth Johnston, Vice Chair</b><br>Electrical/Mechanical Engineer | Fairbanks, AK       | Mar 01, 2017          | Mar 01, 2021        |
| <b>John Kerr, Secretary</b><br>Land Surveyor                            | Anchorage, AK       | Mar 01, 2013          | Mar 01, 2021        |
| <b>Jennifer Anderson</b><br>Civil Engineer                              | Anchorage, AK       | Mar 01, 2018          | Mar 01, 2022        |
| <b>Robert (Bob) Bell</b><br>Land Surveyor                               | Anchorage, AK       | Mar 01, 2020          | Mar 01, 2024        |
| <b>Catherine Fritz</b><br>Architect                                     | Juneau, AK          | Mar 01, 2016          | Mar 01, 2024        |
| <b>Jeffrey Garness</b><br>Engineer Other Than Those Listed              | Anchorage, AK       | Mar 01, 2020          | Mar 01, 2024        |
| <b>David Hale</b><br>Land Surveyor                                      | Anchorage, AK       | Mar 01, 2018          | Mar 01, 2020        |

**Board of Architects, Engineers, and Land Surveyors  
FY 2020 Annual Report**

**Identification of the Board (continued)**

| <b>Board Member</b>                                     | <b>Duty Station</b> | <b>Date Appointed</b> | <b>Term Expires</b> |
|---|---------------------|-----------------------|---------------------|
| <b>Loren Leman</b><br>Civil Engineer                    | Anchorage, AK       | Mar 01, 2020          | Mar 01, 2024        |
| <b>Colin Maynard</b><br>Civil Engineer                  | Anchorage, AK       | Mar 01, 2012          | Mar 01, 2020        |
| <b>Erik Milliken</b><br>Public Member                   | Anchorage, AK       | Mar 01, 2020          | Mar 01, 2022        |
| <b>William Mott</b><br>Engineer Other Than Those Listed | Anchorage, AK       | May 26, 2017          | Mar 01, 2020        |
| <b>Luanne Urfer</b><br>Landscape Architect              | Palmer, AK          | Jul 01, 2013          | Mar 01, 2021        |
| <b>Fred Wallis</b><br>Mining Engineer                   | Healy, AK           | Mar 01, 2016          | Mar 01, 2024        |

**Board of Architects, Engineers, and Land Surveyors  
FY 2020 Annual Report**

**Identification of Staff**

**Rebecca Powers – Executive Administrator**

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Division of Corporations, Business and Professional Licensing  
Post Office Box 110806  
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**Ryan Gill - Investigator**

Department of Commerce, Community & Economic Development  
Division of Corporations, Business and Professional Licensing  
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**Jun Maiquis – Regulation Specialist II**

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**Marilyn Zimmerman – Paralegal II**

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# Board of Architects, Engineers, and Land Surveyors FY 2020 Annual Report

## Narrative Statement

In FY20, the Board of Registration for Architects, Engineers, and Land Surveyors (AELS) held three in person, two-day meetings, one special teleconference, and one video-conferenced meeting to approve applications, provide new board member orientation, review public comments on proposed changes to regulations, review applications for registration, and 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.

### **FY20 Highlights**

- A strategic plan was developed and adopted by the Board.
- AELS Statutes and Regulations were reviewed and comprehensive recommendations for changes were sent to the Regulation Specialist for drafting. Stats and Regs Projects.
- Board discussed the merits of SB157, Temporary Professional Licensing, and made recommendations for modifications that were forwarded to the bill sponsor.

### **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.

### **Investigations**

In FY20, 77 cases were opened, 10 of which are still open. The majority of cases continue to be related to unlicensed practice or activity, or a violation of licensing regulations.

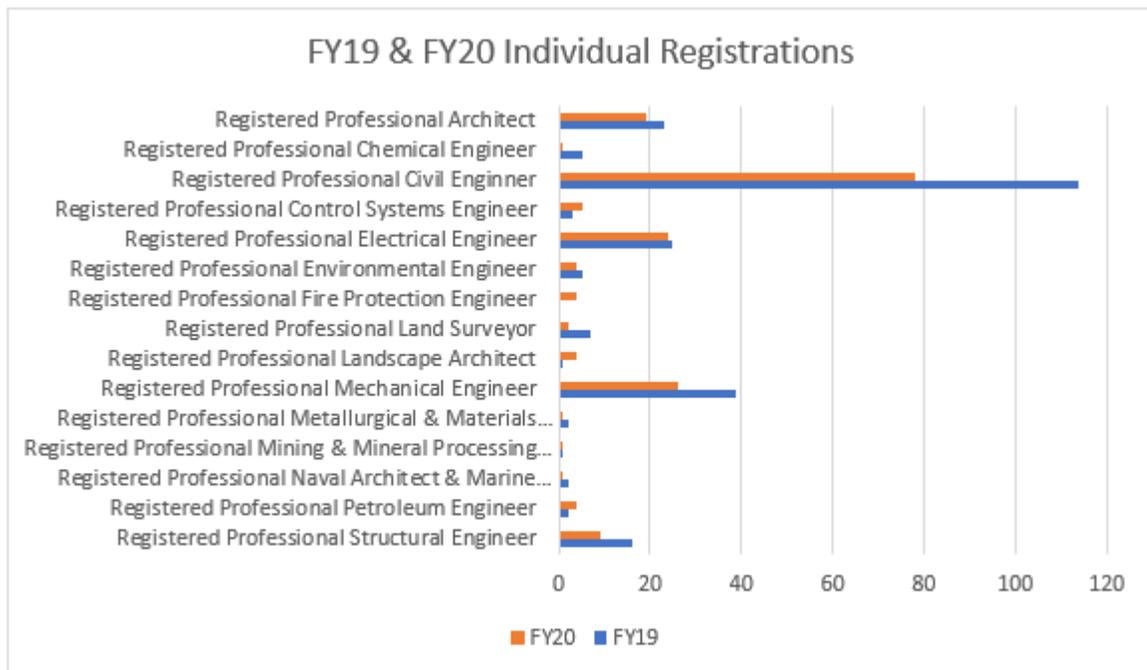
### **Registration**

As of June 2, 2020, 183 registrations were issued in FY20. The following chart provides a breakdown of registrations by field of practice and branch of engineering for both FY19 and FY20.

In addition to individual registrations, 40 firms, including 17 Corporations and 23 Limited Liability Companies, were issued Certificates of Authorization in FY20.

**CONTINUED ON FOLLOWING PAGE**

## FY 2020 Narrative Statement (continued)



### Legislation & Regulation Updates

Updates to 12 AAC 36.135 - .185 Corporate Authorizations, and Registrant in Offices, 12 AAC 36.170, .510 Fees and Continuing Education Requirements, and 12 AAC 02.110 Licensing Fees for Professions Regulated by the State Board of Registration for Architects, Engineers, and Land Surveyors went into effect in October 31, 2019. The purpose of the updates were to:

- Allow the individual or individuals in responsible charge of a discipline to grant other employees, who are registered within the discipline, the authority to seal drawings on behalf of the corporation, limited liability company, or limited liability partnership;
- Establish fees for late renewal penalty and continuing education extension period; and

### 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, 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.

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## FY 2020 Narrative Statement (continued)

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 thousands, 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.

*During FY 2020, 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 2019
- CLARB Annual Meeting, September 2019/NCARB Regional Summit, March 2020
- NCEES Western/Southern Zone Virtual Interim Meeting, June 2020
- NCARB Virtual Annual Meeting, June 2020

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

- Former Board Member Colin Maynard 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.
- Former Board Member Colin Maynard acted as liaison with the Alaska Professional Design Council.
- Board member Catherine Fritz was elected to the Western Council of Architectural Registration Boards (WCARB) Executive Committee; her term will begin FY2020. She also led the WCARB Strategic Plan Committee and served on NCARB's Architectural Accreditation Committee.
- In FY2021, AELS Executive Administrator Rebecca Powers will serve on NCARB's Member Board Executives Committee.

## FY 2020 Narrative Statement (continued)

### **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.

**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 FY2021 be held in-person. Each meeting is considered to be of equal importance and are therefore listed in chronological order.

**Board of Architects, Engineers, and Land Surveyors  
Fiscal Year 2020 Annual Report**

**Budget Recommendations for FY 2021**

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           |
|--|---------------|---------|-------------------|
| August 2020                                  | Anchorage, AK | 11      | 2                 |
| <input checked="" type="checkbox"/> Airfare: |               |         | \$1,400.00        |
| <input checked="" type="checkbox"/> Hotel:   |               |         | \$1,400.00        |
| <input checked="" type="checkbox"/> Ground:  |               |         | \$500.00          |
| <input checked="" type="checkbox"/> Other:   |               |         | \$1,006.00        |
| <b>Total Estimated Cost:</b>                 |               |         | <b>\$4,306.00</b> |

| Board Meeting Date                           | Location      | # Board | # Staff           |
|--|---------------|---------|-------------------|
| November 2020                                | Anchorage, AK | 11      | 2                 |
| <input checked="" type="checkbox"/> Airfare: |               |         | \$1,400.00        |
| <input checked="" type="checkbox"/> Hotel:   |               |         | \$1,400.00        |
| <input checked="" type="checkbox"/> Ground:  |               |         | \$500.00          |
| <input checked="" type="checkbox"/> Other:   |               |         | \$1,006.00        |
| <b>Total Estimated Cost:</b>                 |               |         | <b>\$4,306.00</b> |

| Board Meeting Date                           | Location      | # Board | # Staff           |
|--|---------------|---------|-------------------|
| February 2021                                | Anchorage, AK | 11      | 2                 |
| <input checked="" type="checkbox"/> Airfare: |               |         | \$1,400.00        |
| <input checked="" type="checkbox"/> Hotel:   |               |         | \$1,400.00        |
| <input checked="" type="checkbox"/> Ground:  |               |         | \$500.00          |
| <input checked="" type="checkbox"/> Other:   |               |         | \$1,006.00        |
| <b>Total Estimated Cost:</b>                 |               |         | <b>\$4,306.00</b> |

**Budget Recommendations for FY 2021 (continued)**

| <b>Board Meeting Date</b>                    | <b>Location</b> | <b># Board</b> | <b># Staff</b>    |
|--|-----------------|----------------|-------------------|
| May 2021                                     | Anchorage, AK   | 11             | 2                 |
| <input checked="" type="checkbox"/> Airfare: |                 |                | \$1,400.00        |
| <input checked="" type="checkbox"/> Hotel:   |                 |                | \$1,400.00        |
| <input checked="" type="checkbox"/> Ground:  |                 |                | \$500.00          |
| <input checked="" type="checkbox"/> Other:   |                 |                | \$1,006.00        |
| <b>Total Estimated Cost:</b>                 |                 |                | <b>\$4,306.00</b> |

| <b>Travel Required to Perform Examinations</b>  |                 |                |                 |
|---|-----------------|----------------|-----------------|
| <input type="checkbox"/> Not applicable   |                 |                |                 |
| <b>Date</b>   | <b>Location</b> | <b># Board</b> | <b># Staff</b>  |
| April 2021  | Fairbanks, AK   | 1              |                 |
| <b>Description of meeting and its role in supporting the mission of the Board:</b>  |                 |                |                 |
| 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 travel be included in FY20 for a board member or staff to proctor the exam. |                 |                |                 |
| <input checked="" type="checkbox"/> Airfare:  |                 |                | \$250.00        |
| <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):  |                 |                |                 |
| <b>Total Estimated Cost:</b>  |                 |                | <b>\$335.00</b> |

**Budget Recommendations for FY 2021 (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 |
|------------------|-----------------|---------|---------|
| June 24-26, 2021 | Los Angeles, CA | 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 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 #1 because architects are the second largest profession regulated by the AELS board and represent 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 MBE are 3<sup>rd</sup> 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.

- **Two funded delegates**
  - There is no restriction on the discipline/ profession of the board member, attendees determined by board
- **One public/consumer member**
- **One member board executive**

| 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):      |                    |                           |                           |                   |
| <b>Net Total:</b>                               | <b>\$0.00</b>      | <b>\$5,144.00</b>         | <b>\$3,940.00</b>         | <b>\$9,084.00</b> |

**Budget Recommendations for FY 2021 (continued)**

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

#2 Rank in Importance

| Date     | Location | # Board | # Staff |
|----------|----------|---------|---------|
| May 2021 | 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 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 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.
- **Member Board Administrators:** NCEES membership offers 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. |                    |                           |                           |                   |
| <b>Net Total:</b>  | <b>\$0.00</b>      | <b>\$800.00</b>           | <b>\$6,450.00</b>         | <b>\$7,250.00</b> |

## Budget Recommendations for FY 2021 (continued)

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

#3 Rank in Importance

| Date       | Location | # Board | # Staff |
|------------|----------|---------|---------|
| March 2021 | TBD      | 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:

- **Two funded delegates**
  - There is no restriction on the discipline/ profession, attendees determined by board
- **One public/consumer member/one member board executive**
  - airfare, hotel and conference 3<sup>rd</sup> party direct booked)

| Expenditure                                     | License Fees<br>(RSS)  | Third-Party<br>Reimbursement | Third-Party<br>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. |                              |                              |                   |
| <b>Net Total:</b>                               | <b>\$0.00</b>  | <b>\$5,500.00</b>            | <b>\$3,450.00</b>            | <b>\$8,950.00</b> |

**Budget Recommendations for FY 2021 (continued)**

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

#4 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
- **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                    | \$1,500.00        |
| <input checked="" type="checkbox"/> Ground:  | \$860.00           | \$0.00                    | \$0.00                    | \$0.00            |
| <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               |                           |                           |                   |
| <b>Net Total:</b>                            | <b>\$3,000.00</b>  | <b>\$0.00</b>             | <b>\$0.00</b>             | <b>\$2,750.00</b> |

**Budget Recommendations for FY 2021 (continued)**

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

#5 Rank in Importance

| Date | Location | # Board | # Staff |
|------|----------|---------|---------|
| TBD  | TBD      | 0       | 1       |

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

Members of the Member Board Executives Committee consider issues of concern to the licensing boards and Member Board Executives, develop the agenda for the Spring MBE Workshop, and serve as a focus group for the Board of Directors and Council Staff.

*FY21 Charges for the Committee include:*

- Assess the continued effectiveness of the current Member Board Executives Workshop; design the agenda for the Member Board Executives Workshop, that that Member Board Executives have a forum to collaborate, share best practices, and receive training and updates on programs and services.
- Collaborate with the Member Board Staff Workgroup on the annual Quality Assurance Audit, so that Member Boards have transparency into the quality and accuracy of records transmitted by the Council.
- Contribute to the development of the best practices catalogue, so that Board Executives have access to shared resources and tools.
- Develop a Member Board Executives mentorship program, so that new board executives are mentored by veteran board executives and are able to transfer valuable institutional knowledge.
- Develop what defines discipline, so that licensing boards have a consistent policy to work from for purposes of what actions are entered into the disciplinary database.
- Work with the PCCCommittee to review what constitutes “administrative violations” (or infractions) versus more significant violations requiring PCC review and potential disciplinary actions.
- Provide feedback to NCARB, as requested, relative to system tools so that the perspective of the Board Executive and licensing boards are considered in program and service development.

| Expenditure                                  | License Fees (RSS) | Third-Party Reimbursement | Third-Party Direct Booked | Total            |
|--|--------------------|---------------------------|---------------------------|------------------|
| <input checked="" type="checkbox"/> Airfare: | \$0.00             | \$0.00                    | \$1,000.00                | \$1,000.00       |
| <input checked="" type="checkbox"/> Hotel:   | \$0.00             | \$0.00                    | \$500.00                  | \$500.00         |
| <input checked="" type="checkbox"/> Ground:  | \$0.00             | \$50.00                   | \$0.00                    | \$50.00          |
| <input type="checkbox"/> Conference:         | \$0.00             | \$0.00                    | \$0.00                    | \$0.00           |
| <input checked="" type="checkbox"/> Other    | \$0.00             | \$250.00                  | \$0.00                    | \$250.00         |
| Describe “Other” (break out all sections):   |                    | ME&I                      |                           |                  |
| <b>Net Total:</b>                            | <b>\$0.00</b>      | <b>\$250.00</b>           | <b>\$0.00</b>             | <b>\$2050.00</b> |

**Budget Recommendations for FY 2021 (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 | Council of Landscape Architect<br>Registration Boards (CLARB) | \$5,650.00     |

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

The Council of Landscape Architect 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. Members are the licensure boards across the United States, Canada, and Puerto Rico. CLARB prepares, administers, and scores the Landscape Architect Registration Examination (L.A.R.E) which assesses the ability of prospective licensees to protect the public’s health, safety, and welfare. CLARB also manages a professional information system, called the CLARB Council Record, through which landscape architects document and verify their education, experience, examination, and licensure history. The Record helps reduce barriers to mobility by streamlining the initial and reciprocal licensure processes.

*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.

**Budget Recommendations for FY 2021 (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* (NCARB/WCARB) | \$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 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.*

## Budget Recommendations for FY 2021 (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 Examiners for Engineering & Surveying (NCEES) | \$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 board members. 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 in 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 provides continuing professional competency tracking system, international registry, and credentials evaluation services.*

- 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

**Budget Recommendations for FY 2021 (continued)**

|  |                 |                          |                    |
|--|-----------------|--------------------------|--------------------|
| <b>Other Items with a Fiscal Impact</b>  |                 | <b>Cost Per Event:</b>   | <b>\$10,000.00</b> |
| <input type="checkbox"/> Not Applicable  |                 | <b>Number of Events:</b> | <b>2</b>           |
| <b>Product or Service</b>  | <b>Provider</b> | <b>Total Cost</b>        |                    |
| Exam Development & Scoring   | Test, Inc.      | \$20,000.00              |                    |
| <b>Description of item and its role in supporting the mission of the Board:</b>  |                 |                          |                    |
| <p>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. Due to COVID-19, the exam scheduled in April of FY20 was rescheduled for July FY21.</p> |                 |                          |                    |

|   |                 |                          |                   |
|---|-----------------|--------------------------|-------------------|
| <b>Other Items with a Fiscal Impact</b>   |                 | <b>Cost Per Event:</b>   | <b>\$1,000.00</b> |
| <input type="checkbox"/> Not Applicable   |                 | <b>Number of Events:</b> | <b>1</b>          |
| <b>Product or Service</b>   | <b>Provider</b> | <b>Total Cost</b>        |                   |
| Outreach  | AELS Board      | \$1,000.00               |                   |
| <b>Description of item and its role in supporting the mission of the Board:</b>   |                 |                          |                   |
| <p>One of the board's goals 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.</p> |                 |                          |                   |

## Budget Recommendations for FY 2021 (continued)

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

| Date   | Location              | # Board                      | # Staff                      |               |
|--|-----------------------|------------------------------|------------------------------|---------------|
| August 2020  | Virtual               | 5                            | 1                            |               |
| <p><b>Description of meeting and its role in supporting the mission of the Board:</b></p> <p>Due to COVID-19, the FY21 NCEES Annual Meeting will be virtual. The board wishes to include this meeting in the travel plan as a placeholder for future NCEES Annual Meetings in which travel will be reinstated</p> <p>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.</p> <p>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.</p> <p><b>FUNDING:</b><br/> <i>NCEES offers three types of funding for the Annual Meeting. All airfare, hotel, and conference fees are third-party direct booked.</i></p> <ul style="list-style-type: none"> <li>• <b>Funded Delegates:</b> NCEES funds up to three delegates from each member board, to be determined by the board.</li> <li>• <b>Member Board Administrators:</b> 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.</li> <li>• <b>First Time Attendees:</b> 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.</li> </ul> |                       |                              |                              |               |
| Expenditure  | License Fees<br>(RSS) | Third-Party<br>Reimbursement | Third-Party Direct<br>Booked | Total         |
| <input checked="" type="checkbox"/> Airfare:   | \$0.00                | \$0.00                       | \$0.00                       | \$0.00        |
| <input checked="" type="checkbox"/> Hotel:   | \$0.00                | \$0.00                       | \$0.00                       | \$0.00        |
| <input type="checkbox"/> Ground:   | \$0.00                | \$0.00                       | \$0.00                       | \$0.00        |
| <input checked="" type="checkbox"/> Conference:  | \$0.00                | \$0.00                       | \$0.00                       | \$0.00        |
| <input checked="" type="checkbox"/> Other  | \$0.00                | \$0.00                       | \$0.00                       | \$0.00        |
| 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.  |                       |                              |                              |               |
| <b>Net Total:</b>  | <b>\$0.00</b>         | <b>\$0.00</b>                | <b>\$0.00</b>                | <b>\$0.00</b> |

## Budget Recommendations for FY 2021 (continued)

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

| Date           | Location | # Board | # Staff |
|----------------|----------|---------|---------|
| September 2020 | Virtual  | 1       | 0       |

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

Due to COVID-19, the FY21 CLARB Annual Meeting will be virtual. The board wishes to include this meeting in the travel plan as a placeholder for future CLARB Annual Meetings in which travel will be reinstated.

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.

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<br>(RSS) | Third-Party<br>Reimbursement | Third-Party<br>Direct Booked | Total         |
|--|-----------------------|------------------------------|------------------------------|---------------|
| <input checked="" type="checkbox"/> Airfare:                       | \$0.00                | \$0.00                       | \$0.00                       | \$0.00        |
| <input checked="" type="checkbox"/> Hotel:                         | \$0.00                | \$0.00                       | \$0.00                       | \$0.00        |
| <input checked="" type="checkbox"/> Ground:                        | \$0.00                | \$0.00                       | \$0.00                       | \$0.00        |
| <input checked="" type="checkbox"/> Conference:                    | \$0.00                | \$0.00                       | \$0.00                       | \$0.00        |
| <input checked="" type="checkbox"/> Other                          | \$0.00                | \$0.00                       | \$0.00                       | \$0.00        |
| Describe "Other" (break out all sections):                         |                       |                              |                              |               |
| Travel meals and any meals not included with meeting registration. |                       |                              |                              |               |
| <b>Net Total:</b>  | <b>\$0.00</b>         | <b>\$0.00</b>                | <b>\$0.00</b>                | <b>\$0.00</b> |

## Budget Recommendations for FY 2021 (continued)

### Summary of FY 2021 Fiscal Requests

|  |                    |
|--|--------------------|
| Board Meetings and Teleconferences:          | \$26,966.00        |
| Travel for Exams:                            | \$335.00           |
| Out-of-State and Additional In-State Travel: | \$28,284.00        |
| Dues, Memberships, Resources, Training:      | \$22,650.00        |
| Total Potential Third-Party Offsets:         | -\$25,284.00       |
| Other:                                       | \$0.00             |
| <b>Total Requested:</b>                      | <b>\$52,951.00</b> |

**Board of Architects, Engineers, and Land Surveyors  
Fiscal Year 2020 Annual Report**

**Legislation Recommendations Proposed Legislation for FY 2021**

**No Recommendations**

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

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**Recommendations**

The Board has the following recommendations for proposed legislation:

**Board of Architects, Engineers, and Land Surveyors  
Fiscal Year 2020 Annual Report**

**Regulation Recommendations Proposed Legislation for FY 2021**

**No Recommendations**

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

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**Recommendations**

The Board has the following recommendations for proposed regulations:

The Board would like the comprehensive statute and regulation changes that were drafted in 2019 to be reviewed and discussed by applicable bodies and adopted.

**Board of Architects, Engineers, and Land Surveyors  
Fiscal Year 2020 Annual Report**

**Goals and Objectives**

**Part I**

***FY 2020's goals and objectives, and how they were met:***

- Former Executive Administrator Alysia Jones and Board Member Luanne Urfer updated the AELS Guidance Manual.
- The board focused on considering whether occupational licensing requirements are reasonable responses to actual potential harm rather than hypothetical harm; reviewed statutes and regulations to ensure any licensing requirements are necessary and tailored to fulfill legitimate public health, safety, or welfare objectives; and, reviewed the license application process with a goal of substantially reducing the time required to review applications and issue licenses.
- Committee reports and presentations included topics on Continuing Education, Strategic Planning, and Board interactions with the licensed professions.

**Board of Architects, Engineers, and Land Surveyors  
Fiscal Year 2020 Annual Report**

**Goals and Objectives**

**Part II**

**FY 2021'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 2021, the board will continue 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 locales, on-site presentations at conferences, etc. may be prohibited due to travel restrictions.

In addition to working with professional societies and similar organizations, the board will continue to participate 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.

**Applications**

The board will consider a short application form for applicants submitting a Council Record. In addition, the board would like to explore reducing licensure approval time by delegating authority to staff to approve applications that meet certain criteria, such as NCARB certificate holders. Initial applications will be published to the website, which will allow applicants to apply for licensure and pay fees online using the myLicense feature in myAlaska.

**AELS Webpage**

Staff will create a disaster planning webpage, which will include a link to the Structural Engineers of Alaska documents and information regarding the Safety Assessment Program Training from the Applied Technology Council.

**Continuing Education**

The board will review Continuing Education Audit Submissions and refine CE audit regulations.

**Board of Architects, Engineers, and Land Surveyors  
Fiscal Year 2020 Annual Report**

**Sunset Audit Recommendations**

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

|                              |  |
|------------------------------|--|
| <b>Audit Recommendation:</b> | 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.            |
| <b>Action Taken:</b>         | 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. |
| <b>Next Steps:</b>           | Evaluate, draft, adopt, and enforce regulation of architects, engineers, land surveyors, and landscape architects to protect the public’s health, safety, and welfare.               |
| <b>Date Completed:</b>       | n/a  |