

State of Alaska

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

*August 3-4, 2017
Board Packet*

**State Office Building
333 Willoughby Ave
9th Floor Conf. Room A
Juneau, AK 99801**



FOR PUBLIC RELEASE

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

MISSION STATEMENT

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

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



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

NAME	APPOINTED	REAPPOINTED	EXPIRES
Dave Hale, PLS, Chair (Anchorage) Land Surveyor	03/01/2012	03/01/2016	03/01/2020
Colin Maynard, PE, Vice Chair (Anchorage) Civil Engineer Structural Engineer	03/01/2012	03/01/2016	03/01/2020
Jeffrey Paul Koonce, AIA, Secretary (Anchorage) Architect	03/01/2013	03/01/2017	03/01/2021
Catherine Fritz, AIA (Juneau) Architect	03/01/2016		03/01/2020
Brian R. Hanson, PE (Anchorage) Civil Engineer Mining Engineer	03/01/2010	03/01/2014	03/01/2018
Elizabeth Johnston, PE (Fairbanks) Electrical Engineer Fire Protection Engineer	03/01/2017		03/01/2021
John Bruce Kerr, PLS (Anchorage) Land Surveyor	03/01/2013	03/01/2017	03/01/2021
William Mott (Anchorage) Chemical Engineer Metallurgical & Materials Engineer	5/26/2017		03/01/2020
Luanne Urfer, PLA (Eagle River) Landscape Architect	07/01/2013	07/07/2017	03/01/2021
Fred Wallis, PE (Healy) Mining Engineer	03/01/2016		03/01/2020
Richard "Vernon" Jones (Juneau) Public Member	10/26/2016		03/01/2018

2017 STATE HOLIDAY CALENDAR

JANUARY

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FEBRUARY

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AELS-■ CLARB-■ NCARB-■ NCEES-■

State Holidays

Holiday

Date	Holiday
01/01	New Year's Day (observed 01/02)
01/16	MLK Jr.'s Birthday
02/20	Presidents' Day
03/27	Seward's Day
05/29	Memorial Day
07/04	Independence Day

State calendar maintained by the
Division of Finance,
Department of Administration
<http://doa.alaska.gov/calendars.html>
Rev. 04/08/2016

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

State Holidays

Date	Holiday
09/04	Labor Day
10/18	Alaska Day
11/11	Veterans' Day (observed 11/10)
11/23	Thanksgiving Day
12/25	Christmas Day

2018 STATE HOLIDAY CALENDAR

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AELS- ■ CLARB- □ NCARB- ■ NCEES- ■

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□ Holiday

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Rev. 07/10/2017

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

KPB Architects
500 L St., Suite 400, Anchorage, AK

Tentative Meeting Agenda August 3-4, 2017

Conference call number: 1-800-315-6338 access code 51676

Thursday, August 3rd

<u>TIME</u>	<u>TOPIC</u>	<u>LEAD PERSON</u>
1. 10:00 a.m.	Call to Order/Roll Call	Chair/Exec. Admin.
2. 10:02 a.m.	Review/Amend Agenda	Chair/Board
3. 10:05 a.m.	Ethics Reporting & Meeting Reports A. NCEES WZone – May 2017 B. NCARB Annual – June 2017	Chair/Board
4. 10:15 a.m.	Review/Approve Minutes Regular Meeting – April 24-25, 2017	Chair/Board
5. 10:20 a.m.	Investigative Report	Savage
6. 10:40 a.m.	Lloyd Nakano – Fire Marshall’s Office	Chair/Nakano
7. 11:00 a.m.	CBPL Reports A. FY 17 3 rd & 4 th Quarter Financial Report B. Fee Analysis C. Annual Report D. Updated travel forms E. Status of vacant occupational licensing examiner position F. Board Evaluation Summary Report	Sara Chambers/ Exec. Admin
8. 12:00 p.m.	Lunch	Chair/Board
9. 1:05 p.m.	Reconvene meeting/Roll Call	Chair/Exec. Admin.
10. 1:15 p.m.	Public Comment	Chair/Board
11. 2:15 p.m.	Application Review	Chair/Board
12. 5:00 p.m.	Recess for the day	

Friday, August 4th

13. 8:00 a.m. **Reconvene meeting/Roll Call** Chair/Exec. Admin
14. 8:02 a.m. **Application review continued** Chair/Board
15. 9:00 a.m. **Board Correspondence Received Since April 2017** Chair/Board
- A. CLARB
1. June Webcast – Expanding Our Reach: Encouraging Earlier Entry into Exam
 2. July Webcast – Evolving CLARB Governance: Ensuring Leadership for the Future
 3. Survey & Press Release RE: FTC Announces First Economic Liberty Public Roundtable
- B. NCARB
1. Message RE: Release of Final ARE 5.0 Score Reports
 2. Press Release: NCARB Launches Second Alternative Path to Architect Certification
 3. Message RE: AIA Intern Titles
 4. May NCARB Update
 5. Press Release: Gender, Racial, and Ethnic Diversity Increase Among Emerging Professionals
 6. ARE 4.0 Retires in Less than One Year – Act Now
- C. NCEES
1. Message RE: Board Profiles
 2. NCEES Treasurer Candidacy Announcement from Tim Rickborn
 3. NCEES names 2017 Engineering Education Award Winners
 4. NCEES names 2017 Surveying Education Award Winners
 5. Message RE: 2017 NCEES Annual Meeting Motions
 - a. MBA Report 2017
 - b. MBA Summary of Motions 2017 meeting
 6. Message RE: NCEES Leadership Visit
- D. Letter from Alaska Consulting Manufacturing and Engineering, LLC
- E. Letter from BC Hydro
- F. Question RE: AELS alpha-numeric numbers
16. 9:45 a.m. **Board Correspondence Sent Since April 2017** Chair/Board
- A. Arctic Course Responses (*DRAFT for Board review*)
1. UAA
 2. UAF
 3. UWCE
- B. Validity of Seal on Documents
- C. Questions RE: Use of old standard drawings
17. 10:00 a.m. **Old Business**
- A. Regulation Project Updates
1. Update Education Requirements for Architects Fritz/Jones
 2. Use of NCEES Record in Applications Hanson
 3. Licensure Pathway for Software Engineers Johnston/Maynard
- B. Updates to Guidance Manual Urfer/Exec. Admin
- C. Updated Application Forms Exec. Admin

18. 10:30 a.m. **New Business** Chair/Board
 A. Discussion on Photogrammetry Megyn Greider/Board
 B. Discussion on Use of Seals 12 AAC 36.185(c) Chair/Board
 C. Discussion of Arctic & Seismic Requirements 12 AAC 36.110 Chair/Board
 D. Policy RE: NAICS Code 541360
 E.
19. 11:30 a.m. **Executive Session** Zimmerman/ Chair/Board
20. 12:00 p.m. **Lunch** Chair/Board
21. 1:05 p.m. **Reconvene meeting/Roll Call** Chair/Exec. Admin
22. 1:07 p.m. **Committee Updates** Chair/Board

Licensure Implementation	Chair - Koonce Members- Jones, Maynard
Land Surveying Outreach	Chair – Hale Members – Urfer, Kerr

Standing Committees

Investigative Advisory Committee (rotational 2-member teams)	All Members
Licensure Mobility	Chair- Koonce Members – Vacant , Urfer
Guidance Manual	Chair – Urfer Members – Full Board
Legislative Liaison	Chair – Vacant Members – Fritz, Urfer
Emeritus Status	Chair - Maynard Members - Full Board
Budget Committee	Chair - Koonce Members – Vacant , Hanson
Continuing Education	Chair – R.V. Jones Members -
AXP Liaison	Chair – Koonce Members – Fritz

23. 1:20 p.m. **Licensing Examiner Report** Exec. Admin/Board
24. 1:30 p.m. **Read Applications into Record** Exec. Admin
25. 1:40 p.m. **Review Calendar of Events/ Board Travel** Chair/Board
 A. Board Meeting Dates:
 - November 8-9, 2017 Anchorage
 - February 7-8, 2018 Juneau
 - May 3-4, 2018 Fairbanks
 B. National Organization Meetings
 1. NCEES Annual Meeting, August 23-26, Miami
 2. CLARB Annual Meeting, September 14-16, Boise
 3. NCARB Regional Summit, March 2018, Wichita
 4. NCEES WZone April 5-7, Honolulu

- | | | | |
|-----|-----------|--|-------------|
| 26. | 2:00 p.m. | Board Tasks - To Do List | Chair/Board |
| 27. | 2:30 p.m. | Board Member Comments | Chair/Board |
| 28. | 2:45 p.m. | Administrative Business <ul style="list-style-type: none">• Sign Wall Certificates• Sign Minutes• Travel receipts - Email to alysia.jones@alaska.gov office within 5 days | Chair/Board |
| 29. | 3:00 p.m. | Adjourn | |

DRAFT

ETHICS REPORTING
&
MEETING REPORTS



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Commerce, Community, and Economic Development

DIVISION OF CORPORATIONS, BUSINESS AND
PROFESSIONAL LICENSING

P.O. Box 110806
Juneau, Alaska 99811-0806
Main: 907.465.2550
Fax: 907.465.2974

Travel Action Summary Report

Submit to the CBPL Travel Desk no later than seven business days after the meeting has concluded. Save a copy in your program files for the end-of-year compilation of all travel-related savings and deliverables for your program.

Board:

Dates of Business:

Person Reporting:

of Travelers: *Employees* *Board Members*

Type of Meeting:

Regular board business
Special board meeting
On-site Investigation/Inspection

Adjudication only
Subcommittee meeting
Other: NCEES Central/Western
Zone combined interim
meeting.

Cost Savings

What expenses were reduced?

- 1.
- 2.
- 3.

What is the estimated savings?

Meeting Deliverables

Information gained:

Action recommended:

Travel Action Summary Report – NCEES Central/Western Zone Joint Interim Meeting

The NCEES Central/Western Zone Interim Meeting was held at the Embassy Suites in Denver, Colorado on Thursday, May 18 – Saturday, May 20. The meeting included combined zone sessions, zone specific sessions, and breakout sessions for engineers, surveyors and member board administrators (MBAs). A Welcome Reception for First Time Attendees was held on Thursday evening, followed by a general welcome reception for all attendees.

Senator Jack Tate, Chair of Business and Labor Committee welcomed attendees to Denver and Colorado. President Dan Turner and President-elect Pat Tami encouraged attendees to be involved in NCEES as examination volunteers, participating on committees, and/or being spokespersons for their professions.

Key topics discussed at the meeting included:

- **Transition to computer-based testing (CBT):** NCEES is transitioning all paper and pencil exams to CBTs. The timeline for CBT release and implementation will span 7 years, includes a combination of Group I and Group II exams and takes into consideration the development of exam publications. Group I exams are the large volume exams that will be offered in linear-on-the-fly (LOFT) testing meaning each examinees have a unique set of exam questions that are statistically equivalent. Group II consists of the small volume (less than 50 examinees/ year) and will be of a linear-fixed format (LFF) where each exam is the same. Due to the LFF format, these exams will only be offered once a year and back up exams will be developed in case of any breach or technical issue.
 - **PS Exam:** With the transition to CBTs, there was a proposal to develop a professional land surveying depth module that would pull questions from the “base” PS exam related to public lands and potentially eliminate or significantly reduce the need and/or makeup of state specific land surveying exams. In the Surveyors forum, the group discussed the possibility of modifying the PS exam to only include the Public Lands Survey System (PLSS) questions for states that use the PLSS, which includes most of the central and western zone states. This modification would allow the PLSS states more in depth questions than the few PLSS questions currently being offered in the PS exam. Additionally, the change would alleviate the need for so many PLSS questions in the state specific exams for those states and allow those state specific exams to focus more on state specific material. One issue that was raised was how comity with non-PLSS state licensees would work. The suggestion merits further discussion but is not developed to the level necessary to be elevated to the national level for action at this time.
- **Licensure mobility:** Nevada, Oklahoma and Wyoming are working on a Memorandum of Understanding to facilitate mobility by minimizing the timeframe between application submittal and licensing decision(s) for model law engineers (MLE). The MOU would contain a common application and central website for payment. Potential benefits include streamlining the application vetting process and reducing duplicative efforts. At the Western Zone and MBA breakout sessions several jurisdictions indicated interest in increasing mobility for model law

engineers and surveyors, but voiced concerns about how state-specific requirements would be handled. If Alaska were to sign on, we would still have to have a process to verify the Arctic Engineering Course and Jurisprudence Questionnaire requirements.

- **Cost saving measures for meetings:** In 2018 the MBA meeting will be held as a webinar rather than face-to-face in an effort to gain more participation. There is a proposal to have one combined zone meeting of all the Boards in 2020 to reduce planning and scheduling cost. Both meetings will be evaluated and future meetings will be adjusted based upon feedback.
- **2017 California Board Resolution:** The California Board presented a resolution to amend Section 6.02 Quorum and Voting to more accurately reflect the constituents served by the member boards, specifically boards that are multi-disciplinary. At the meeting, the Western Zone voted to support the resolution and bring it forward to the annual meeting as resolution from the Zone.

NCEES has 11 committees. Each committee provided updates on charges from the 2016 annual meeting. Below are some of the highlights:

- The Advisory Committee recommends the creation of a task force to consider changing the bylaws for the election of officers to be based on qualifications rather than rotation of zones.
- The Education Committee is researching Assessed Learning Days (ALD) as part of an alternative pathway to licensure and conducting credential evaluations to maintain standards and consistency. The committee also reported on the success of the CPC tracking system implemented in 2016 that allows licensees to track credit hours as they earn them and that ABET is adjusting curriculum requirements to specify hours vs. years and are accepting comments through June 15, 2017.
- The Committee on Examinations for Professional Engineers (EPE) and Committee on Examinations for Professional Surveyors (EPS) surveyed their respective examination volunteers to ensure they are consistent with the composition of the general engineering and surveying communities
- The Law Enforcement Committee created an advisory group to assist member boards with enforcement issues and is developing educational materials and templates for member boards to use in outreach activities
- The Technology Task Force is studying the use of electronic seals and digital signatures and shared a draft of the Guidelines for Project Use of Building Information Modeling (BIM).

In addition to the combined Central/Western sessions. Zone specific sessions were held to conduct Zone specific business and deliver state reports. Common topics mentioned during the state reports included: deregulation and other legislative issues negatively affecting the mission of our boards, licensure mobility, review and revision of regulations, and outreach efforts to inform licensees, educate the general public and promote interest in the fields of engineering and surveying,

Breakout sessions were held for engineers, surveyors, and MBAs to discuss the key topics listed above within each community.

During the MBA forum, NCEES staff reported on updates to the E3 system. New board profiles have been developed from questions intended to aid in comparisons between jurisdictions and may be exported to Excel. Transcripts sent directly to NCEES from universities are accessible to board staff. Experience review process transitioned from paper-based to electronic and requires some process changes due to the high volume of review requests. NCEES Record transmission is available for comity applicants. North Carolina and Kentucky are also testing it out with initial applicants.

In the Engineers forum, the group discussed methods being used to reach out to Universities and students to educate them about licensure and the benefits to both society and engineers.



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Board: Dates of Business:

Person Reporting: # of Travelers: *Employees* *Board Members*

Type of Meeting: Regular board business Adjudication only
 Special board meeting Subcommittee meeting
 On-site Investigation/Inspection Other: NCARB Annual Meeting

Cost Savings

What expenses were reduced?

1.
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What is the estimated savings?

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Meeting Deliverables

Information gained:

- New AXP program and new exam (ARE 5.0)
- Received statistics (by jurisdiction) of relevant testing and work experience related to licensing
- Reviewed progress on new NCARB programs such as qualifying for registration through comity
- Learned about deregulation threats to licensing in several jurisdictions
- Learned about Oregon Supreme Court decision regarding definition of architectural practice
- Elected new officers

Action recommended:

- Share relevant information with Alaska AELS Board
- Maintain communications with WCARB and NCARB of ongoing trends and changes to licensing qualifications
- AELS board member Jeff Koonce continues service on NCARB Education committee
- AELS board member Catherine Fritz begins service on WCARB Strategic Planning Ad Hoc committee

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

3
4 **STATE OF ALASKA**
5 **DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT**

6
7 **BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS AND**
8 **LAND SURVEYORS**

9
10 **MINUTES OF THE MEETING**
11 **Monday, April 24 – Tuesday, April 25, 2018**

12
13 By authority of AS 08.01.070(2), and in compliance with the provisions of AS 44.62, Article 6, a
14 scheduled meeting of the Board of Registration for Architects, Engineers and Land Surveyors was
15 held on Monday, April 24 and Tuesday, April 25, at the KeyBank Center, Fairbanks, Alaska.

16
17 **Agenda Item 1 - Call to Order/Roll Call**

18
19 The meeting was called to order by Chair Brian Hanson 9:51 a.m. (*The meeting was initially*
20 *scheduled to begin at 9:00 a.m. and was pushed back due to flight delays.*)

21
22 **Board members present, constituting a quorum:**

23
24 Catherine Fritz, Architect
25 Dave Hale, PS, Surveyor
26 Brian Hanson, PE, Civil Engineer, Mining Engineer
27 Elizabeth Johnston, PE, Electrical Engineer
28 Richard “Vernon” Jones, Public Member
29 John Kerr, PS, Surveyor
30 Colin Maynard, PE, Civil Engineer
31 Luanne Urfer, Landscape Architect
32 Fred Wallis, Mining Engineer

33
34 Board member Jeff Koonce, Architect joined the meeting at 10:10

35
36 Attending from the Division of Corporations, Business and Professional Licensing were:

37
38 Alysia Jones, Executive Administrator
39 Sarena Hackenmiller, Licensing Examiner
40 John Savage, Investigator
41 Sara Chambers, Deputy Director

42
43 **Agenda Item 2 - Review/Amend Agenda**

44 The Board reviewed the agenda and A. Jones noted the following corrections to agenda items:

45 Item 6.B. Regulation Project Updates
46 Item 7 G. Resignation Letter from Kathleen Schedler
47 Item 15 D. Clarification on design professionals and installation
48 Item 15 E. Board evaluation forms
49

1 **On a motion duly made by Colin Maynard, seconded by Fred Wallis, and approved**
2 **unanimously, it was**
3 **RESOLVED to accept the agenda.**

4
5 **Agenda Item 3 - Ethics Reporting**

6
7 There were no ethic violations to report.

8
9 Fritz mentions that she attended the Western Region NCARB meeting with Urfer in Jersey City in
10 March and submitted a report. The Chair attended a meeting of the Oregon State Board of
11 Examiners for Engineering and Land Surveying (OSBEELS) on behalf of NCEES in March. The
12 Oregon Board is similar to ours in that it is a large, a multi-discipline (no architects) board.
13 However the Oregon Board meets one day every month and does a lot of work and outreach outside
14 of the scheduled board meetings including an annual surveyor/ engineering forum. Kerr asked if
15 the board received compensation for outreach and the Chair responded that OSBEELS has an
16 outreach budget. The Chair added that the Board is very active in the community.

17
18 Kerr also asked if ortho-imagery was discussed at the OSBEELS meeting. The Chair explained it was
19 a big issue for the Oregon Board right now and is an education opportunity for them.

20
21 TASK: The Chair will share OSBEELS flier on ortho-imagery with the Board.

22
23 The Chair welcomed Elizabeth Johnston, who assumes the electrical engineer seat on the Board as
24 on March 1, 2017. *(Still pending confirmation)*

25
26 Elizabeth has a Master's degree in Electrical Engineering from UAF and is a registered Electrical
27 Engineer in Alaska working for DesignAlaska. She previously served on several Institute of
28 Electrical and Electronics Engineers (IEEE) committees and boards but wanted to give back to
29 Alaska and decided to apply for the AELS seat.

30
31 The Board members and staff introduce themselves to Elizabeth.

32
33 **Agenda Item 4 - Review/Approve Minutes**

34
35 The Board reviewed the minutes of the February 8-9, 2017 meeting.

36
37 **On a motion duly made by Colin Maynard, seconded by John Kerr, and approved with one**
38 **abstention, it was**

39
40 **RESOLVED to approve the minutes of the February 2017 meeting.**

41
42 Johnston abstained since she was not present at the February meeting.

43
44 **Agenda Item 5 - Investigative Report**

45
46 The Board's investigator, John Savage, said he is looking forward to meeting the new board
47 members and staff at the August meeting. Savage also mentioned that Lloyd Nakano from the Fire
48 Marshall's Office is interested in talking with the Board at the next meeting since it has been awhile
49 since he has met face to face with the Board and Nakano would like an opportunity to meet the new
50 Board members and staff.

1
2 Savage congratulated the Board on HB 48 passing.

3
4 Licensing Examiner Sarena Hackenmiller joined the meeting at 10:09am after proctoring
5 the AKLS exam.

6
7 Savage said he hopes to spend more time out in the field soon and shared that one of the new
8 investigators will be shadowing him and acting as backup for John on AELS investigations.

9
10 Savage asked the Board if there were any questions regarding his investigative report. The Board
11 did not have any questions.

12
13 Board member Jeff Koonce joined the meeting at 10:10p.m.

14
15 The Chair asked who has met with John since the February meeting. In addition to the Chair,
16 members Jeff Koonce and John Kerr have also met with Savage on cases since the February meeting.
17 The Chair added that the majority of the cases tend to be related to individuals working outside the
18 scope of their field of practice: engineers that think they are architects and vice versa. The Chair
19 explained Savage has a form you fill out for each case that they are continuing to tweak. Savage
20 explained the form helps keep a record of what was talked about, the agreed upon direction for him
21 to go, etc. and asked the Board to consider adding more detail to regulations for the Board to fall
22 back on.

23
24 Fritz suggested that there may be an opportunity within our ongoing Guidance Manual update
25 project to include more clarification regarding what constitutes a major infraction and what may be
26 considered minor, along with some example and use that information to then look at updating
27 regulations.

28
29 Savage also mentioned that he will work on spreading out the reviews as appropriate among the
30 board rather than requesting assistance from a select few. Savage thanks the Board for their
31 assistance and feedback with the investigations.

32
33 **Agenda Item 6 - Regulation Updates**

34 **6.A. Regulation changes to 12 AAC 36.060, .061, .062, .063, .064, .065, .105, and .990**

35 A. Jones reported the regulation updates were delivered to the Lt. Governor's Office on
36 Friday, April 21, 2017. (*Update: Signed on 4/25/2017 and regulation updates will take effect May 25,*
37 *2017).*

38
39 Maynard asked about the version presented in the Board Packet which contained hand-written
40 notes. A. Jones explained the hand-written notes were text edits made by Department of Law staff
41 (Steven Weaver) that addressed some references to the regulations we were removing. By allowing
42 their text edits, the Board could move forward with the current regulation project as intended and
43 other updates could be part of a future regulation project. The Board reviewed the technical edits.

44
45 TASK: Chair requested a clean copy to be sent to the Board.

46
47 **6.B. Regulation Update Projects:**

48 **1. Update Education Requirements for Architects** - Fritz reminded the Board that NCARB
49 implemented new education guidelines in February which involved restructuring the Broadly
50 Experienced Architect (BEA). She explained all education is now under one umbrella, whereas

1 previously there had been education guidelines as well as education standards. Fritz said the AELS
2 Board follows the NCARB criteria for initial applicants, however noted inconsistencies with the
3 alternative paths which include non-accredited degrees and non-architectural-related degrees.
4

5 Fritz mentioned the new criteria appears reasonable, and addresses previous concerns
6 related to the high cost of alternative pathways. Fritz reported that she and R. Jones met this
7 morning to discuss updates to our regulations and believe the information provided by the NCARB
8 model offers the AELS Board a better standard for reviewing alternative education. The other area
9 Fritz and R. Jones plan to review is the work experience requirements. The Board discussed
10 previous issues regarding the comparison of older education requirements to current standards
11 and options for how to handle those types of situations. Fritz confirmed that any updates would not
12 create a block for pathways, but to find education, experience and examination requirements that
13 are consistent with the requirements for initial applicants. Fritz will draft suggested updates which
14 may include an education and work experience requirements table similar to the ones we have for
15 engineering and surveying. Fritz and R. Jones will bring their proposed updates at the August
16 meeting.
17

18 Jones refers back to Item 6.A. and asks if it needs to be reposted with the edits. A. Jones and the
19 Chair explain the text edits done by Law have been moved on to the Governor's Office and do not
20 require any action by the Board.
21

22 2. Use of NCEES Record in applications – The Chair did not have an update on NCEES
23 Record, however the Board discussed the possibility of streamlining processes for applicants who
24 are licensed elsewhere and have been practicing for a determined number of years without any
25 disciplinary action being approved by Board staff versus having to wait for the Board to review at a
26 quarterly meeting. The Chair mentioned there is a move right now to look at simplified paths for
27 licensure for people who are already licensed in other jurisdictions. The Chair added that this topic
28 will be discussed at the NCEES Western Zone meeting in mid-May. The Chair also noted those in
29 favor of the movement recognize state specific exams/requirements such as our Arctic Course. R.
30 Jones shared that his predecessor had asked the Board to consider allowing staff to licensee
31 applicants who were model law, but the Board at that time was not willing to allow that. Several
32 Board members expressed their interest in removing hurdles, but were concerned about the
33 requirements or lack thereof in other jurisdictions and the vetting process.
34

35 Chris Miller joined via telephone at 10:36a.m. to observe. Peter Flint mentioned he was also
36 on the phone to observe.
37

38 The Board expressed their interest in looking into the issue more and mentioned the possibility of
39 having John Savage run checks on those that were expedited and developing standards by which to
40 review those applications to be consistent. The Chair said he will start working on it and will have
41 something to present at the August meeting and hopes the next chair will carry the torch.
42

43 TASK: Hackenmiller offered to provide some information on application review/ approval process.
44

45 3. Licensure Pathway for Software Engineers – The Board discussed the need for a
46 definition of software engineering. Johnston mentioned she had previously done some work on
47 computer engineering society within IEEE.
48

49 TASK: A. Jones will provide Johnston and Maynard with a copy of the materials provided in the
50 February 2017 Board Packet regarding software engineering.

1
2 TASK: Johnston and Maynard will provide a proposed definition for Board review at the August
3 meeting. The Chair offered to assist as well.
4

5 **Agenda Item 7 - Board Correspondence Received since February 2017**

6 **7.A. CLARB**

7 **1. Inquiry from CLARB CEP re: Status of Landscape Architect seat** – Urfer mentioned there
8 has not been a lot of communication from CLARB. A. Jones reported that she has been updating Joel
9 regarding the status of HB 48. CLARB provided a letter of support in February.
10

11 **7.B. NCARB**

12 Fritz, Urfer and Koonce provided a summary of high points regarding NCARB activities and
13 communications. Fritz referred the Board to Item 22 which includes her Travel Summary Report
14 for the WCARB meeting held in Jersey City in March.
15

16 Fritz mentioned there was a lot of information regarding elections, which occur annually. One of the
17 major items discussed at the meeting was the consolidation of the regional and national
18 organization fees. Fritz explained that the threat of deregulation is getting serious in some states.
19 Fritz also mentioned there was an overall sense at the meeting to modernize our methodologies to
20 get people licensed. Urfer added that there were a lot of discussions regarding threats to the
21 profession and overlapping services. Urfer also noted a recurring theme of the need to educate the
22 public as to the importance of architecture and what architects do. Urfer and Fritz warned the
23 Board that there is a person from California that is contacting Boards advocating an alternative to
24 NCARB and NCARB is cautioning state boards to be wary if contacted. Koonce mentioned he had
25 received the notice. Board staff noted that they had not received any notice yet.
26

27 Fritz and Koonce mentioned there will be more information to share after the annual meeting
28 scheduled for June. They mentioned NCARB is looking at profession as a whole and how to
29 encourage licensure. Fritz also mentioned the NCARB Board is seeking to increase diversity on the
30 Board.
31

32 **Agenda Item 9 - Financial Report**

33 **9.A. FY17 2nd Quarter Report** – Sara Chambers, Deputy of Director of Corporations, Business and
34 Professional Licensing joined the meeting telephonically at 11:02 a.m. and explained the 2nd
35 Quarter Schedule of Revenues and Expenditures Report for this non-renewal year. Chambers
36 mentioned the 3rd Quarter information tentatively scheduled to be out end of April and explained
37 the delay was due to the implementation of IRIS paired with changes in personnel that analyze this
38 information. Chambers noted that indirect costs went up for the Board and plans to provide
39 background and details regarding the increase at the August meeting.
40

41 **9.D. Fee Analysis** - The Chair asked when the Executive Administrator position was filled. A. Jones
42 explained R. Jones retired at the end of August 2016 and the position remained vacant until A. Jones
43 started January 9, 2017. The Board asked for projections for FY 17. Chambers explained that the
44 department typically projects by division, not by individual program. Chambers mentioned that the
45 Board might have a better idea of items that will impact the expenditures including anticipated
46 travel, legal fees, and/or regulation projects. The Chair said the projected expenditures information
47 is needed in order to appropriately adjust renewal fees in the coming fiscal year. A. Jones stated that
48 the Fee Analysis provided in the Board Packet was from 2015 and was provided for reference only.
49 Chambers explained the fee analysis typically comes out 6 months prior to renewal and is currently
50 set for June 1. Chambers recommended that the Chair coordinate with Alysia and Janey, the

1 Division Director to discuss the most effective way for the Board to provide comments given the
2 deadline may be before the next meeting in order for any fee updates to go out well in advance of
3 the renewal deadline. Chambers asked the Board to keep any trends, planned regulation projects,
4 anticipated investigations for the coming years. The Chair anticipates a modest (10-15%) reduction
5 in fees as the Board hopes to maintain a small surplus.
6

7 Maynard added that at both the House and Senate Finance Committee hearings he was asked why
8 the Board had such a large surplus. Maynard said the Legislature would probably be in favor of the
9 surplus being brought down to the \$500,000 – 600,000 range. Kerr pointed out that if the Board
10 reduces its travel budget, it will have even a great surplus. Kerr took the question to the Society of
11 Professional Land Surveyors and said they recognized the importance of face-to-face interactions.
12 Kerr asked if we would see changes in the Board's expenses and what those changes might be.
13

14 Koonce asked how IT and the tablets (laptops) get allocated to the individual Boards.
15

16 Chambers explained the laptops are for use by any board, so it is an indirect expense being
17 allocated to all professional licensing board for meetings and this cost will not be solely born by
18 AELS.
19

20 The Chair requested an update on the investigator costs as it relates to HB 90. Chambers notified
21 the Board that the bill was moving forward out of House Finance Committee, but the bill has not
22 made it to the House floor or the Senate yet. Chambers reported some boards are in favor of it, but
23 most have not taken a position because they have not met since the bill was introduced. Chambers
24 added that to-date there are no boards that officially oppose the bill. Maynard mentioned the
25 Realtors Board submitted a letter, however Chambers stated it is the Realtors Associate and not the
26 licensing board that is against it. AK Real Estate Commission not interested in taking a position.
27

28 Chambers asked if the Board had any questions about the bill. The Chair asked why the Board
29 should support the bill and shared the Board's concern about losing their investigator. Chambers
30 said based on the current analysis a fee of \$55 per renewal (biennially) would be charged to each
31 licensee and said would all investigative/ legal expenses would be pulled out the fee setting
32 equation and put into a separate pool divided by the number of licensee. Each licensee would pay
33 that fee and it would act as an insurance policy, otherwise licensing fees might need to increase
34 dramatically to cover the lawsuit or dramatic investigation that could not have foreseen.
35

36 The Chair expressed the Boards' concern that they would lose their investigator. Chambers
37 explained the assigned investigator for the AELS Board would not change as that is in statute. The
38 Chair asked how investigative costs would be billed.
39

40 TASK: Chambers agreed to follow up with Director Hovenden regarding how investigator's time
41 will be billed and will communicate that information through Alysia to the Board.
42

43 The Chair offered the scenario that based on our current number of licensees, which is
44 approximately 6,000, HB90 would more than double the AELS Boards investigative cost while not
45 providing any benefit. Chambers explained based upon the analysis done by Director Hovenden,
46 each AELS would pay \$34 more per biennium.
47

48 Chambers asked the Board if there were any questions she could pass on to the Director related to
49 HB 90. The Chair said the Board would draft a letter.

1 Hale expressed his concern that travel, which members think is directly beneficial to the Boards
2 mission and is only 1/10 of the Board's budget is being cut, while the Board is being asked to
3 increase investigator fees. The Board expressed their frustration with the travel restrictions and
4 feel licensees are getting charged more and getting less. The Board and Chambers discussed the
5 memorandum regarding travel restriction waiver from John Hozey, Director of Boards and
6 Commissions to Commissioner Hladick dated January 19, 2016 (Item 30.F.9.). Chambers explained
7 the travel restrictions were put in place a year ago and are at the Governor's discretion. Chambers
8 added that the AELS Board is allowed to send more people to out-of-state meetings and conferences
9 because the national organizations (3rd party) covers the costs. In state travel is granted based upon
10 need and any requests outside the most cost effective options are highly scrutinized. Chambers
11 further explained that what each program spends affects everyone else as expenditures are viewed
12 at the Division level.

13
14 The Chair commented that the Board feels like they are being asked to jump through a lot of hoops
15 while trying to be efficient. The Chair provided the example that to cut costs and be able to meet in
16 Fairbanks, all Anchorage Board members traveled the morning of the meeting, however, flight
17 delays impacted the start time of the meeting as there was not a quorum at 9:00am. Several Board
18 members also expressed their frustration at not being able to use AELS funds to purchase
19 refreshments for an outreach event with engineering students at UAF.

20
21 Chambers recognized the importance of travel for the AELS Board, and acknowledged that as a
22 multi-disciplinary board, missing a conference or annual meeting has the potential to cut out
23 interaction with an entire profession and as a result the Board staff and Division have fought to
24 justify more people attending meetings. Chambers acknowledged that there are more steps in the
25 travel process, but the goal is still to get Board members where they need to go to successfully carry
26 out their mission.

27
28 Koonce asked if the Board can put together an annual travel budget for their meetings and get it
29 approved once rather than having to request approval for each meeting. Chambers stated there is
30 an annual report which contains proposed travel for the next year. The Division does set an annual
31 working budget based upon the annual reports, however travel is not just a budget issue, but also a
32 risk management issue and the Division needs to know who exactly will be traveling and when,
33 which is not always known at the time the annual report is due. Chambers added that she is open to
34 ideas for streamlining the travel process and is willing to take any suggestions the Board has to the
35 Department of Administration who makes those policies. Koonce clarified that he was referring to
36 the AELS Board meetings only and not national organization meetings. Chambers encouraged the
37 Board to submit those requests early and those could be taken all at one time.

38
39 Fritz said she felt that the Board did not have any input or control into the budget process and there
40 was no method for the Board to establish budgetary goals for outreach. Fritz circled back to the
41 discussion on HB 90 and said it feels like the Board is required to pay for things it does not need,
42 but can't pay for the services and things that they do need. Chambers recommended that the Board
43 use the annual report to include anticipated costs for outreach events and materials. Chambers also
44 shared that this year the Division proposed a higher spending authority for professional licensing,
45 which would provide some additional flexibility.

46
47 Maynard asked if the Division has ever gone for a supplemental. Chambers responded that they are
48 going for their first supplemental now. If approved, the Division will buy updated computers and
49 monitors for staff to address some deferred maintenance.

50

1 9.B. Status of laptops for application – Chambers notified the Board that the laptops are available
2 for use in Anchorage and Juneau and have already been used by one of the other boards. Chambers
3 added that the Division will be purchasing a case at the beginning of FY18 so the laptops can travel
4 to locations outside of Anchorage and Juneau and briefly discussed the reservation process. Kerr
5 asked about the cost of the laptops. Chamber explained the laptops are included under indirect
6 costs and are owned by the Division and are available for the Boards on a first come first served
7 basis.

8
9 Chambers left the meeting at 11:59 a.m.

10
11 The Board continued to discuss travel restrictions. Maynard argued that the State doesn't have the
12 equipment to effectively and efficiently conduct meetings via teleconference and discussed the
13 additional logistical requirements necessary to accommodate board members attending in three
14 locations.

15
16 Fritz expressed her concern that no Boards have officially opposed HB 90 and requested the Board
17 officially take a position. As a non-voting member of the board, Urfer stated for the record she does
18 not support HB90 and does think that it serves any purpose for this Board. Maynard added that he
19 personally sent a letter to House Finance recommending that people in the professions with the
20 highest investigative costs cover the cost.

21
22 **Agenda Item 10 – Executive Session** – There were no items for the Board to discuss in Executive
23 Session.

24
25 12:06 p.m. Adjourned for lunch.

26
27 1:13 Called to Order. Roll call, all present. Peter Giessel joined the meeting telephonically.

28
29 **Agenda Item 13 – Public Comment**

30
31 Peter Flint: My name is Peter Flint, I'm a professional land surveyor licensed by this Board and I am
32 here representing myself. I am going to try to keep it short today. I was trying to prepare for this
33 meeting, and I find – I am here to implore you to keep the website going a little smoother. We still
34 only have Sarena listed as the contact person on the website. I was going to email her a bunch of
35 questions, but I decided to just come down here instead. I am sure there are things in the board
36 packets that I am not supposed to see that have to deal with investigations and stuff, but it would be
37 really helpful for me to help prepare myself for these meetings if members of the public could see
38 the agenda packets, like City Council meetings, you can see the whole packet that's open to the
39 public. Other than a list of things that you guys are going to be talking about there is no background
40 information for the public. I'd like to be able to see that.

41
42 And also I'd like to see a link to the recordings because I was going through the minutes from the
43 previous meeting and I got down to a point that particularly interested me as a land surveyor and
44 then there was this discussion happening and all it said in the minutes was a long discussion
45 followed and that's the part of the meeting that I was most interested in. So I'd like a link to who to
46 email to who to talk to or maybe just a link to the minutes if that could be made clearer that would
47 help us as members who are regulated by this Board to thoroughly prepare for these meetings. And
48 I think that is all I have for today, I might have some more for tomorrow. Thank you.

49
50 Chair: Thank you for testifying. Vern do want to share some information?

1
2 R. Jones: All you need to do to get a copy of the recording is request one from Sarena or Alysia.
3
4 Hackenmiller: For now, but it is good feedback to put it up on the website.
5
6 Chair: What is the history on the board packet? We haven't normally provided that.
7
8 Hackenmiller: I don't see why we couldn't.
9
10 Chair: I think we have provided the agenda through the list serv.
11
12 Hackenmiller: It's just recently become an electronic packet and I think maybe that was all it was. I
13 think now it would be no problem.
14
15 R. Jones: Just check that it is public record before the meeting.
16
17 Kerr: And it's usually not completed until the very, very last minute.
18
19 A. Jones: We were still getting information on Friday.
20
21 Chair: Maybe we can add an item under New Business and we can talk about it a little bit then if no
22 one has any objections. Thank you for that. Peter Giessel on the phone, it is your turn to speak if
23 you'd like to.
24
25 Peter Giessel: Okay thanks, I was kind of hoping that you would have already covered Item 7.F.
26 before this but I just thought I would give you some examples. You have of course my letter, but
27 some examples from our external website that I pulled down today. One example on one of the
28 pages that I retrieved this morning from our external website says that Jerry DeHaas, senior
29 discipline engineering advisor "The work of a mechanical engineer is complex, but Jerry DeHaas
30 says that success comes in simplifying even the most complicated challenges. A Senior Discipline
31 Advisor based out of Fairbanks, DeHaas laughs when he describes himself as 'just a mechanical
32 engineer working from one end of the pipeline to the other'." A little further down he goes "I've
33 done piping vibration work, pump compressor work, and facing various technical challenges that
34 are all part of engineering," DeHaas said. "The Siemens part of it has been the most involved and
35 challenging. But we're all different. Some people like working on washing machines. I like working
36 on turbines." So, I mean all over our website, Alyeska Pipeline says that they do engineering. To be
37 an exempt company per the statute you have to not advertise doing engineering. Another example
38 on another page is about an exhibit at the museum. It said "Monica Shah, the museum's Director of
39 Collections and Chief Conservator, reached out to Alyeska. She hoped TAPS engineers could advise
40 on potential dismantling strategies. If the museum crew could get the pipeline display apart, they
41 could then move the parts to large doors 19 feet away and remove it via crane.
42
43 "What was really difficult about it was there was no record of anybody putting it in there," said
44 Valisa Hansen, the Alyeska Project Coordinator who led the effort to support the museum.

45 "What was really difficult about it was there was no record of anybody putting it in there," said
46 Valisa Hansen, the Alyeska Project Coordinator who led the effort to support the museum.

1 Hansen and Senior Engineering Director Betsy Haines visited the exhibit in late July. Up close, they
2 found little room for maneuvering: the front and back ends of the pipe hovered a snug 47 inches
3 and 22 inches from the ceiling, respectively.

4 "I didn't really see how they were going to fit a forklift in there with limited room," Hansen said.

5 Several colleagues suggested slicing the pipe into smaller pieces onsite, but that wasn't a good
6 option for the museum crew due to permitting requirements and the tools and labor they had on
7 hand. Hansen busted out her measuring tape and got to work.

8 "Overall, this project was more demolition, more of the construction side of things," Hansen said.
9 "The part I helped with, that's engineering – looking up weight, the sizes, the specs."

10 That's offering engineering to the public. The museum is not Alyeska Pipeline that is an external
11 organization. They say in their own PR page on their external website "we did engineering for
12 them". I find it hard to see how they can continue to claim to be an exempt company continuing to
13 do this, continue to put on business cards - mechanical engineer, electrical engineer, etc. as they
14 hand them out to people outside the organization. Do our statues mean anything? Are we going to
15 enforce this or are we just going to let it slide? That is a question for you guys and I'd like some
16 clarify on it.

17
18 Chair: Thank you for that. So I guess I have a couple questions on that. Do you have pending
19 complaints? A simple yes or no answer would be appropriate there.

20
21 Giessel: No. I submitted one, it was answered as it is stated in the letter and now it's kind of in limbo
22 where there's been an answer to the complaint, but Alyeska's legal division disagrees and I don't
23 know where to take it from here. I'm looking for some guidance from the Board on whether this is
24 indeed a violation in which case I can submit another complaint, or if no action is going to be taken
25 in which case then why should I bother. I'm looking for some guidance on what the Board feels
26 about this.

27
28 Chair: I don't want it sound like a canned response, but we do investigate all complaints. If you feel
29 there is a violation we will certainly investigate it. Don't feel like you are wasting our time – or the
30 Board's time. It would be premature for us to make a decision on the phone here just listening to
31 what you said as to whether it would be a complaint, but I would encourage you to submit a
32 complaint if you feel there's been a violation to this statute.

33
34 Giessel: I did submit a complaint and it came back with there are clear statutory violations, but
35 we're not sure if we can do anything. And so, to me clear statutory violations, means clear statutory
36 violations. So I took it to our legal department and said, hey look – clear statutory violations and
37 they said "No they're not". So I need more clarity than the complaint response I guess.

38
39 R. Jones: If that went to John, then John has either opened a case on it or is getting ready to. So I
40 would think we need to just leave it with him.

41
42 Chair: I think it has already been closed.

43
44 Giessel: It has already been closed.

45

1 Kerr: So, can I know anything about the case or since it's closed does it matter? It could be
2 reopened. It may not be good to talk about this now.
3
4 Johnston: He had a pretty extensive letter in the Board Packet.
5
6 Maynard: I did read it. Just calling employees whatever kind of engineer, you can do that as an
7 industrial company as long as they are working on the facilities of that company.
8
9 Giessel: Even if you're advertising their title outside the company that's okay?
10
11 Maynard: As long as you're not offering to do engineering services for somebody else, then yes.
12
13 Giessel: In the definition of offer is assume a title on a card.
14
15 Maynard: There are a number of State employees that are *engineer this* and *engineer that*. They are
16 not offering engineering services outside. That's perfectly legal.
17
18 Giessel: Ok, again going back to the statute. The statute says offer means to represent oneself by
19 means of card, written communication, as an engineer.
20
21 The Board pulls up the referenced statute Sec 08.48.321 Evidence of Practice and reviews.
22
23 Giessel: reads statute Sec 08.48.321 "by verbal claim, sign, advertisement, letterhead, card, or other
24 means represents to be an... engineer... or through the use of some other title implies that the
25 person is an... engineer... is sufficient that's the definition of practice there.
26
27 Maynard: And are the people handing out cards licensed?
28
29 Giessel: No, many of them are not. Including the ones I had previously given to John.
30
31 Chair: I'll take this back to John and talk to him about it. And we'll provide a response to your letter.
32
33 Giessel: That would be great. Thank you.
34
35 Chair: It may be a little while before we send a response to you, but it is on our To Do list. Do you
36 have any further comments?
37
38 Giessel: Okay, that's all I ask is that we get a little more clarity here because the statute seems to say
39 one thing and practice seems to be something else.
40
41 Chair thanks Peter Giessel for his comments and invites Chris Miller to speak.
42
43 Chris Miller – Hello. Good afternoon. I came today just because I love to visit when you come to
44 Fairbanks, I feel like it's my job as being one of the licensees you regulate. I too read the minutes
45 and agendas every month when they come out, always looking for something that I feel that I can
46 offer to the Board. I too struggle with not having the whole background, but I've found a way of
47 basically asking nicely for specific items where the title is interesting to me. The more obtuse the
48 titles are the less likely you are going to get a comment from me. So this one was, I forget how it was
49 written in the agenda, it was something like engineers for certifications 15 C. Clarification on design
50 professionals and instructions [15.D. Clarification on design professionals and installation]. That's a

1 pretty obtuse agenda title. I was able to get clarifications and what I believe this is all about – which
2 is actually near and dear to my heart is – good example an emergency generator for a hospital is
3 required to be because it is a hospital and because of the function that it serves it is required to be
4 certified as suitable for its seismic zone, which normally comes from the manufacture that can do
5 that, and that is perfectly permissible for all kinds of reason, but sometimes there are provisions
6 that allow that to be done by analysis by an engineer whose to do that. Frequently it's a very
7 specialized person that does that analysis, but it seems logical that that person should be an Alaska
8 licensed engineer. I just had another one today for a water tank - giant water tank – 100,000 gallon
9 water tank that's being provided by a manufacturer. It clearly needs to be engineered, it's not a
10 manufactured product, it's clearly an engineered product and it's going to be delivered, but
11 shouldn't that be done by an Alaska licensed engineer or does it fall under the manufacturer's
12 guidelines. So I believe that was the essence of the discussion it is always a quirky one. We have had
13 difficulty with it when we are specifying it, asking for that generator. We usually say OSHPD which
14 is the California seismic standard. It's a certification body. If it has OSHPD, we call it good enough.
15 But for things that don't fit within OSHPD that's when you are going to get into difficulty. Who's
16 the specialist, who's the person, is it an Alaska licensed engineer or is it a qualified engineer that's
17 going to do it. So I understand some of the difficulties that brings and if somebody is asking for
18 clarification about how to do that, I don't have a silver bullet, although maybe it's in the same line as
19 the discussion that was just being had, it's kind of an understanding and this is where it is being
20 done, so that we can all cover the public's safety and interest. So that was my topic of today. Seismic
21 certification – I am just making an assumption after asking the staff what that topic was about and I
22 don't have any other comments for today.

23
24 R. Jones: I believe engineered products that come into the state are required to have an Alaska
25 stamp, aren't they?

26
27 Maynard: I would think a metal tank would be no different than a pre-engineered metal building, it
28 requires an Alaska stamp. Especially one that big.

29
30 Chair: Typically that would be done through the site adaptation for a product.

31
32 A.Jones explained the initial question was a phone call to the Board staff regarding a seismic
33 generator that she brought to Colin.

34
35 Maynard: Yes, and for attaching a generator even at a hospital does not require a structural
36 engineer. A civil engineer can design the anchor bolts for it. Now the structure of that hospital
37 probably would require a structural engineer if it is over a certain size, but not the generator next
38 door – in my opinion.

39
40 Chair: Any other comments? I don't know if that helps you?

41
42 Chris Miller: I was just trying to help you. We struggle with these manufactured products
43 frequently. Not that a line needs to be drawn, but at least there is an understanding and we can
44 have a discussion much to that generator can be bolted down by an electrical if they know what to
45 do. It could be bolted down by a mechanical. Tanks, and stuff like that mechanicals clearly bolt
46 those down all the time. It's not a jurisdictional thing, it's just is there an Alaskan involved or is it
47 just coming in as a manufactured product.

48
49 Chair: I know as a rule of thumb the pre-engineering metal building is probably the best example of
50 a pre-engineered product that we have a specific policy against allowing those to just be bought,

1 engineered and erected on site without the involvement of an Alaska design professional. A
2 100,000 gallon tank and things of that nature, a generator if the code requires that it meets certain
3 seismic requirements we would anticipate seeing an Alaska design professional to validate those
4 requirements. Maybe not the design of the generator, but the attach points and any other features
5 that might need to be taken into consideration.
6

7 Chris Miller: Frequently this are related to the interior components and because it comes from
8 ASCE7 and it comes from the IBC and all those things, that's where it gets pulled in, it's a reasonable
9 understanding that that's where that comes from.
10

11 Chair: To take it a step further we would rely on the Alaska design professional that's prepared the
12 specifications for the project to follow through with that requirement that the proper design
13 professional is employed to meet the required code and follows Alaska statutes as well.
14

15 Maynard: This could apply to air handling units that sit on a roof. The actual box designed by
16 manufacturer, who hopefully has the locally licensed engineer up here doing the attachment. The
17 attachment would need to be done by a locally licensed engineer. There are other ways for them to
18 certify their box, ICC acceptance criteria, among others.
19

20 As there is no further public comment, the Board returns to
21

22 **Agenda Item 7 - Board Correspondence Received since February 2017**

23 7.C. NCEES

24 1. News Release – NCEES Seeks Surveying Volunteers - The Chair mentions the deadline has
25 passed for the online survey for surveyors.
26
27

28 2. Western Zone Call for Nominations - The Chair asks if anyone is running for the secretary
29 and treasurer positions with NCEES.
30

31 3. EAS Board Visitors for NCEES April Exam Administration - The Chair mentions the
32 deadline has passed for Exam visitors.
33

34 4. Confirmation of Associate Memberships for Sarena & Alysia - The Chair announces that
35 Alysia and Sarena are associate members. The Chair asks if they are both considered new members
36 and the Board discusses potential attendance at national meetings. Hackenmiller states per state
37 policy only one staff member is allowed to attend.
38

39 5. NCEES 2022 Annual Meeting Site Selection Process - No comments.
40

41 7.D. Potential Partnerships – response to SHSC - Michael West from the Alaska Seismic Hazards
42 Safety Commission will be speaking with the Board later today.
43

44 7.E. Oregon Photogrammetric and Remote Sensing Task Force (PRSTF) Info. - The Chair asks Kerr if
45 he has an update. Kerr reported they are having an influx of people using drones to do mapping and
46 the Oregon Board has an outreach planned to educate people. Kerr mentioned the flier that the
47 Chair referenced earlier and he hopes to utilize the flier and any other materials they have
48 developed for outreach in Alaska.
49

1 7.F. Letter from Peter Giessel - The Chair explained this agenda item is the letter from Peter Giessel
2 that was referenced by Giessel during public comment. The Chair will follow up with our
3 investigator John Savage regarding this issue and respond to Giessel's letter.
4

5 7.G. Resignation letter from Kathleen Schedler - The Board discussed the open seat on the Board
6 following Kathleen Schedler's resignation. A.Jones shared that the Boards & Commissions Office
7 within the Governor's Office welcomes any recommendations the Board may have.
8

9 **Agenda Item 8 – Board Correspondence Sent Since February 2017**

10 8.A. Arctic Engineering Requirement Evaluation Letter – The Chair explained this is the letter we
11 sent to UAA, UAF and UW and that we will review the responses under Agenda Item 14.C. The Chair
12 encouraged everyone to review the responses and suggested that the discussion be postponed until
13 tomorrow to allow everyone time to fully review the responses.
14

15 8.B. Alaska State Report for NCARB Regional Summit 2017 – Hackenmiller compiled the report for
16 the NCARB Regional Summit held in Jersey City, in March 2017.
17

18 8.C. Number of Registered Architects – A. Jones responded to a request from NCARB to provide
19 information regarding the number of registered architects and whether they reside in Alaska or
20 elsewhere. (Response included above with request in Item 7.B.10)
21

22 8.D. FOIA Requests

23 1. SE Grandfathering – Hackenmiller sent out a reminder via the list serv and the individual
24 requested examples of letters of reference. Hackenmiller added that a lot of people are
25 confused about the process and frustrated with the change. Kerr asked if there was
26 anything the Board needed to gear up for. A.Jones added that the individual was upset about
27 the process and did not think that he should have to apply for a separate license, which has
28 been a typically response seen by the staff for this process. Hackenmiller added that she put
29 out the reminder since we are coming down to the deadline and once that is past staff will
30 receive the brunt of it. Hackenmiller and A.Jones explained that these are included in the
31 packet for transparency and do not require any action from the Board.
32

33 2. Response Letter and records for FE-CBT and October PE exams. No comments.
34

35 8.E. Welcome Email to Elizabeth Johnston -The Chair welcomed Elizabeth to the Board again.
36

37 **Agenda item 10 - Executive Session** – A. Jones noted that there were no items for the Board to
38 discuss in Executive Session at this time.
39

40 **Agenda item 14 - Old Business**

41 14.A. HB 48 – The Board discussed the current status of the bill, which is waiting to be signed. The
42 Chair thanked Colin for his leadership and to Luanne for being there to answer questions.
43

44 Kerr pointed out that we skipped **Agenda Item 9 – Financial Report**, sub-items C. – E.
45

46 9.C. Update on AKLS exam piggy back - Kerr asked if the email response indicated the end of the
47 discussion. R. Jones stated that yes, there was not a large enough demand to make it worthwhile.
48 The Chair stated that we continue to offer it in partnership with the State PLS Society. Kerr asked
49 for information about how the exams are administered. Hackenmiller stated that the exam is
50 administered once a year and are only ever graded in May. Hackenmiller ad that there were 13

1 examinees this year and it was administered on Friday, April 21st in Juneau and Anchorage and that
2 she proctored the exam in Fairbanks earlier this morning. Maynard noted that the room in
3 Anchorage was unacceptable and a more appropriate location is needed for next year's exam.
4

5 9.D. Fee Analysis – The Chair asked if the example fee schedule provided reflects what was actually
6 set. The Board discussed why they were so low in FY 2015 and determined that it was related to the
7 licensing examiner position being vacant for approximately 5 months. The Chair stated that the fees
8 were set correctly to maintain a small surplus and that he anticipates a slight reduction (10-15%)
9 with the upcoming fee analysis. The Board discussed honing in on a “sweet spot” for fees and the
10 potential impact of HB 90. A.Jones said a response may be required prior to the August meeting and
11 she would work with the Division Director and the Chair to ensure the Board has time to review
12 and provide comments.
13

14 Fritz asked about the timeline for the annual report. A.Jones explained the deadline for the annual
15 report is July 1st.
16

17 R.Jones said he believed that the money for HB 90 would be a separate line item and that it should
18 not affect our budget. The Board considered how investigative costs would be handled and how HB
19 90 would potentially affect the fee schedule and revenues. Maynard expressed his concern about
20 the larger boards paying for the smaller boards.
21

22 2:25 Break
23

24 2:35 Back on record.
25

26 The Board discusses Agenda Item 14.B. - HB 90 in conjunction with Agenda item 9.D. Fee
27 Analysis.
28

29 **On a motion duly made by Catherine Fritz, seconded by Colin Maynard, and approved**
30 **unanimously, it was**
31

32 **RESOLVED that the AELS Board opposes HB90, as it increases costs to**
33 **licensees without providing new or additional services.**
34

35 Johnston asked about our Legislative Liaison and pointed out that the Standing Committee needs a
36 Chair.
37

38 Maynard said ADPC recently discovered that HB-90 is moving and is taking a position. Liaison can
39 write a letter for the Chair to send. Kerr asked if the motion included any action for the Board. The
40 Chair suggested that the Legislative Liaison Committee write a letter for the Chair to send. The
41 Board agreed and noted the letter as a work item for Legislative Liaison Committee.
42

43 Kerr requested that we return to Agenda Item 9.E. – Funds for Outreach Events
44

45 A.Jones stated that refreshments may not be considered appropriate, however printing of
46 brochures would be. A.Jones added that the Board could partner with other organizations to
47 sponsor the refreshments. The Chair explained the Board needs to plan ahead if it is interested in
48 doing similar outreach events to the one planned for UAF on Tuesday, April 25th.
49

1 Maynard asked if we can do a memo to establish a budget of \$500 to \$1000 to sponsor events and
2 state the money will be spent at the discretion of the Chair and at least one other member. The
3 Chair stated we do not have spending authority, but there is nothing wrong with asking for it in our
4 budget.

5
6 R.Jones warned that the Board might run into issues given the change in spending policies as they
7 relate to covering the cost of refreshments. R.Jones stated that previously the State provided coffee
8 and tea for board meetings, but not food and now with the new policies even coffee is not allowed,
9 so whatever the Board puts together will still need to be approved by the State.

10
11 Kerr questioned whether some of the policies were in contradiction to statutes and regulations.
12 Hale reminded Kerr that the State still needs to pay. Johnston mentioned there needs to be a
13 mechanism for the Board to use funds for various outreach activities including presentations,
14 hosting a booth, etc. and whether or not food is involved is not the main point.

15
16 Maynard agreed that there are a lot of other ways we can do outreach. Maynard mentioned UAA has
17 a senior design course that he does a 1 hour lecture for every year. He encouraged that other Board
18 members do similar presentations for their respective disciplines.

19
20 R. Jones suggested that the Board include any outreach activities in the annual report and
21 recommended that any outreach we do at UAF, should also be done at UAA. The Board discussed
22 whether outreach should be done at UAS as well. Fritz suggested the Board put together an
23 outreach committee and look at what topics we should address. Fritz noted continuing education.

24
25 Several board members mentioned they do give presentations and Johnston recommended a list of
26 what the Board members already do. Kerr said he believed the outreach budget could be used for
27 small travel expenses, conference admission fees and/or booth or table reservation fees, etc.

28
29 Hackenmiller recommend that the Board plan the UAA outreach for November rather than August
30 in order to reach the students while school is in session. Hackenmiller also noted that November
31 will be a good time to connect with the seniors and remind them about the new process for
32 registering for the FE/FS exams.

33
34 Johnston recommended that the motion include a statement regarding how the money is approved
35 for use so that board members who want to conduct outreach do not need to wait until the next
36 Board meeting and make a motion.

37
38 Fritz said the Board will still need to seek approval from the State to use the funds, but the motion
39 shows the State that this is important to the Board.

40
41 R.Jones suggested adding more details about what items would be covered. Hale and Johnston
42 stated that specifying how the money would be used has the potential to limit the Board's use of the
43 fund.

44
45 Kerr recommended that the Board just get the line item on the budget first and then take any
46 additional steps as needed.

47
48 **On a motion duly made by John Kerr, seconded by Colin Maynard, and approved**
49 **unanimously, it was**

1 **RESOLVED to add budget item “outreach” with an initial budget of \$1000.00 per year**
2 **to be spent facilitating communication about Board activities, rules, laws, etc.**

3
4 Board returns to **Agenda Item14 – Old Business**

5 14.C. Arctic Engineering Requirement Evaluation Responses – The Chair asked the other members
6 to review the material tonight and be prepared to talk about it on Tuesday. *(Note: The Board*
7 *adjourned on Tuesday without revising this agenda item. The Chair sent an email on Wednesday, April*
8 *26 requesting that each Board member email him directly with comments by May 3rd.)*

9
10 14.D. Updates to Guidance Manual

11 1. Adding Ortho-graphic imagery document – Hale reminded the Board that Kerr had
12 updated the version discussed at the February meeting. A.Jones confirmed that the version
13 in the April Board Packet was the most recent version. The Board discussed whether items
14 in the Guidance Manual were board policy. Hale said it provides direction for future board
15 members on how we interpreted things and provide direction. Maynard added that the
16 Guidance Manual is also intended to be used by building officials and state agencies. Urfer
17 recommended editing the purpose to include a broader audience. Hale asked if the Land
18 Surveyor flow chart had been added.

19
20 TASK: A.Jones will add the Ortho-graphic imagery document AND the Land Surveyor flow chart.

21 2. Additions and suggestions from New York’s Guidance Manual – Urfer updated the Board
22 on her request for this information. Urfer plans to ask CLARB for the contact information of
23 the NY CLARB member to obtain a copy of their guidance manual.

24
25
26 The Board looked at the guidance manual and The Chair explained items that are an interpretation
27 of statutes and regulations should be included in the Board Policy because it may not be clear in the
28 statutes and regulations. The Chair suggested that if it is not something that everyone can clearly
29 interpret then it should be added to the Board Policy as well as the Guidance Manual. Urfer
30 suggested adding verbiage about the Board Policy to the purpose section of the Guidance Manual.

31
32 R. Jones explained the initial audience for the Guidance Manual was building officials. Hackenmiller
33 added that the Board Policy document is more an interpretation of the regulations. Kerr asked if
34 these two documents could/ should be combined. The Chair argued that they should remain
35 separate because there is certain items that the board feels very strongly about that is not
36 necessarily of interest to the general public. The Board discussed the content of each document and
37 potential updates, including reorganization of FAQs by topic, adding an FAQ regarding when a land
38 surveyor is required in the preparation of ortho-graphic photos, statement regarding the use of
39 UAVs. Hale and Kerr discussed adding information about surveying tools. The Chair mentioned
40 adding the flier from Oregon as well. The Chair reminded the Board that we should not be attacking
41 the tool, but providing guidance related to the practice.

42
43 Fritz suggested once revisions to the Guidance Manual are complete that the Board distribute
44 copies to building officials, home buildings associations, and fire marshal offices, or at least send a
45 letter with a link to the Guidance Manual to make people more aware that this document exists.

46
47 14.E Changes to 12 AAC 36.100 – A.Jones explained that this was part of the overall regulation
48 updates discussion that took place at the February meeting and was included on the agenda since it
49 had been tabled at the February meeting. The Chair added that it is added to the regulation review
50 project and use of the NCEES record discussion.

1
2 14.F Update on EBAS Ethics test for disciplinary action – A.Jones stated this was also a carry-over
3 from last meeting and the Chair was going to check with Colorado who is currently utilizing this
4 test. A.Jones added that the staff received a notice from Nettleman Land Surveyors regarding an
5 online ethics course for land surveyors.

6
7 TASK: The Chair will check with the Colorado Board to see why they are using it and if it was a good
8 product.

9
10 The Chair noted that **Agenda item 14.G. - Use of NCEES Record** and **Agenda item - 14.H.**
11 **Regulation Review** are on hold until current regulation update is complete.

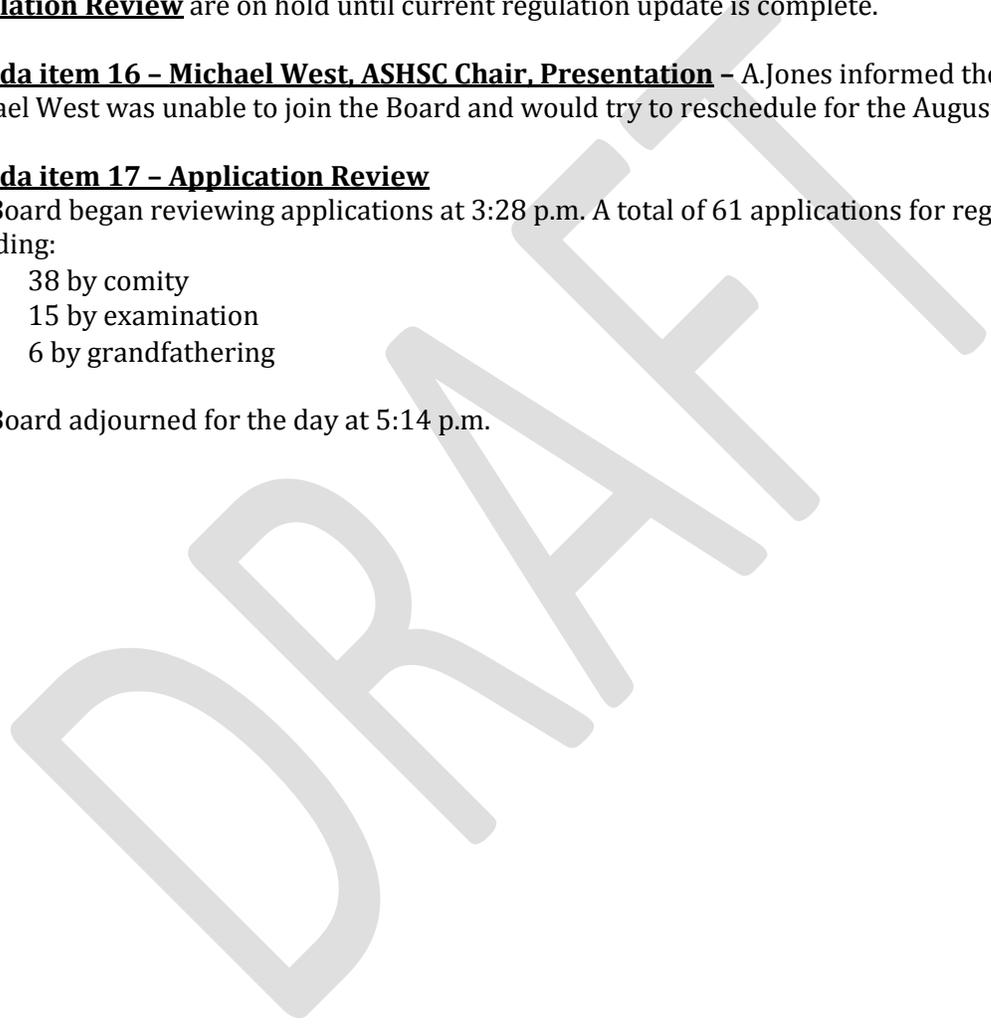
12
13 **Agenda item 16 – Michael West, ASHSC Chair, Presentation** – A.Jones informed the Board that
14 Michael West was unable to join the Board and would try to reschedule for the August meeting.

15
16 **Agenda item 17 – Application Review**

17 The Board began reviewing applications at 3:28 p.m. A total of 61 applications for registration
18 including:

- 19 • 38 by comity
- 20 • 15 by examination
- 21 • 6 by grandfathering

22
23 The Board adjourned for the day at 5:14 p.m.



1 **Tuesday, April 25, 2017**

2
3 8:59 a.m. Board reconvened. Roll Call all present except Johnston.

4
5 The Board continued with

6 **Agenda item 17 – Application Review**

7
8 The Chair presented an application to the Board for discussion. The Chair summarized the
9 applicant's situation stating he applied to the AELS Board four years ago and checked "yes" for
10 disciplinary action. His case was settled on January 6th and resulted in the applicant having to pass
11 the California Laws & Board Rules examination, take an ethics course, take some college courses, is
12 on probation for two and a half years, and is required to submit reports as the California Board
13 requires. The Chair explained the applicant has waited four years and is now applying to be
14 licensed here. The Chair opened the discussion up to the Board.

15
16 Maynard noted that the applicant has made some fairly major structural mistakes and has issues
17 completing projects. Maynard stated that until he has cleared his probation and is in good standing,
18 he is not interested in licensing this applicant up here.

19
20 Fritz asked if the examples of mistakes were in California and not in Alaska. Maynard and the Chair
21 confirmed.

22
23 Koonce asked if we require applicant to be in good standing. Hale noted the regulations specify
24 verification of practice and current registration. The Chair stated that he has no disciplinary action
25 pending, but that he is on probation. Kerr mentioned good reputation and character are in
26 regulations. R.Jones suggested the applicant resubmit his application after he successfully
27 completes his probation period. Fritz asked if we have a published code of ethics or code of conduct.
28 The Board reviewed 12 AAC 36.200 and .210 professional conduct regulations to determine the
29 Board's authority to grant or deny based upon whether an applicant is in "good standing".

30
31 The Chair made the argument that he should be licensed, stating that it happened a long time ago.
32 The Board previously told him to wait and reapply once the disciplinary action was settled and that
33 is what he has done. The Chair stated the Board has already penalized him by making him wait until
34 the case was settled. The Chair suggested it is a situation of double jeopardy, where the Board
35 would be taking someone else's action and using it to deny licensure.

36
37 R. Jones asked what license the applicant is applying for. The Chair stated the applicant is applying
38 for Civil. Hackenmiller added that he is also interested in applying for Structural.

39
40 The Chair recommended that the Board grant licensure and added that the Board has the authority
41 to put stipulations on that license. Maynard noted that they were siting his projects as "incompetent
42 work" "lying to clients" "not doing work he said he would". Maynard said "this is not someone we
43 want practicing in Alaska unless he straightens up his act".

44
45 The Board discussed the applicants two and half year probation which started in January. However
46 the Chair argued that the applicant's probation started four years ago while this was going on and
47 there have been no additional violations. Maynard added that there violations related to two or
48 three projects.

1 Fritz clarified that the Board was not aware of the probation four years ago when the application
2 was initially reviewed. The Board only knew there was disciplinary action because the applicant
3 responded truthfully to the disciplinary action section of the application.

4
5 R.Jones asked if there were any damages or injuries. Maynard stated that the applicant had to pay
6 the owner \$3,100, but no one was hurt.

7
8 Kerr asked why we would invite someone that has repeated problems being honest and problems
9 with competency to practice in Alaska. Fritz argued that we are not inviting, but the applicant has a
10 right to practice in the State of Alaska if he meets certain criteria. Fritz asks if he has paid his debt
11 through the California Board's judgement. Fritz stated that she is inclined to allow the license with
12 stipulations and/or a probation that may be stricter than California's to ensure his work in Alaska is
13 looked over by somebody, but adds that if his work needs to be looked over, then why should he
14 have a license. Fritz added that she would only support licensure of this individual if there were
15 tight controls or stipulations attached.

16
17 Koonce asked if he is practicing now. The Chair confirmed that the applicant is currently practicing.

18
19 The Board discussed whether or not licensing this individual with the stipulations would require
20 more work for the investigator and use additional state resources to monitor and continued to
21 review the regulations. Hale referenced 12 AAC 36.210 Professional Conduct (a)(1) and stated that
22 the individual is not "protecting the safety, health, property and welfare of the public..." Fritz
23 quoted from 12 AAC 36.200 (c) stating "A registrant may not practice architecture, engineering,
24 land surveying, or landscape architecture if the registrant's professional competence is
25 substantially impaired." Hale added that it is not our job to prevent people from licensure, but to
26 protect the public and if we feel he is a threat to the public then we should not license him.

27
28 Urfer restates 12 AAC 36.210 Professional Conduct (a)(1) and believes the applicant is in violation
29 of this.

30
31 R.Jones asked how long he had been practicing when he made the mistakes. The Chair and Maynard
32 responded at least twenty years. Fritz reiterated that he was *caught*, implying there the possible
33 existence of prior violations that had gone unnoticed.

34
35 Hale asked if the Alaska Board had faced any similar situations putting a registrant on probation.
36 The Chair described a previous case that involved an individual with multiple DUIs. The Board at
37 that time decided not to license the individual. It was appealed and the Board ended up issuing a
38 probationary license with stipulations that if he got any DUIs within a certain period of time, then
39 his license would be revoked. Hale argued that is more of a moral issue versus the case before the
40 Board now that involves performing below their professional competency.

41
42 Johnston arrived at 9:31 a.m.

43
44 Hale posed the question of how would we treat someone if our state if the case had been in Alaska.
45 The Board discussed that the individuals probation is state specific, meaning if he works outside of
46 California after six months, then he still owes California two years. The Board discussed offering a
47 license with stipulations and appeared to be in favor on licensing only if stipulations were attached
48 to the licensure and what that would entail in terms of State resources. The Board discussed how
49 the Department of Law would need to be involved in writing the stipulations and how those costs
50 would be covered.

1 Fritz directed the rest of the Board to 12 AAC 36.320 Disciplinary Guidelines (g) and read “The
2 board may impose a disciplinary sanction if, after registration in this state, the registrant has had a
3 disciplinary action taken with respect to a license, registration, or certificate to practice
4 engineering, architecture, land surveying or landscape architecture in another state or territory of
5 the United States, or a province or territory of Canada, unless such action was caused by the failure
6 of the registrant to pay fees to that state, territory, or providence.”
7

8 R. Jones asked if we required peer review, would the Board have to pay for that review. The Chair
9 responded saying no, the individual would need to hire an engineer and cover the cost.

10
11 The Chair asked the Board to first determine whether the applicant was complete before moving
12 any further. Hale suggested that we not monitor the individual and allow him to come back after he
13 has completed his probation.

14
15 Koonce asked if he is licensed in any other states other than California. The Chair checked his file
16 and noted he is licensed in California and Colorado. The Chair stated the application was incomplete
17 since he is missing the arctic course and the JPQ (jurisprudence questionnaire). The Chair added
18 that he would like to contact the California Board and Colorado Board to discuss the matter with
19 each of them. The Chair stated that the application is still incomplete and the letters of reference do
20 not provide enough information about the applicant’s actual work. Hackenmiller added that he did
21 submit projects since he was applying for structural as well, but completed the wrong form.
22 Hackenmiller also noted that three out of the five references provided all work in the same office so
23 it would be easy to contact them.

24
25 The Chair stated he would get a hold of his contacts at the California Board and Colorado Board and
26 suggested that the application needs to come back before the Board once it is complete.

27
28 R. Jones recused himself since he is familiar with the file and discussed it with John Savage
29 previously.

30
31 The Chair marked the application incomplete noting the arctic course, JPQ and additional
32 investigation.

33
34 **Agenda item 15 - New Business**

35 **15.A. Vacant Board Seat** – A.Jones explained that the chart provided in the Board Packet shows the
36 breakdown of licensees if the Board wished to use this information to determine what type of
37 engineer they wanted to pursue for the open seat. A.Jones stated the Boards & Commissions Office
38 welcome the Board’s input. The Board agreed that based upon the licensees mechanical makes the
39 most sense.

40
41 Hale asked if we had a list of interested individuals. Hackenmiller mentioned we could send a notice
42 out via the list serv to notify subscribers of the opening and include that the most recent incumbent
43 was a mechanical engineer.

44
45 TASK: Alysia will ask the Boards & Commissions Office if they have a list of interested persons
46 and/or list of current applicants and will put out a notice on the list serv.

47
48 TASK: Sarena – send JQ to Board for revision of questions. Check minutes to see what not required
49 for land surveyors.

1 15.B. PP35 – Travel Restrictions – A. Jones stated this was included as a reminder of travel
2 restrictions and recommended that we cover it later with the other travel information (agenda
3 items 30.F.).
4

5 15.C. Form Updates

6 1. – Alaska Jurisprudence Questionnaire – A. Jones explained that the staff have been
7 working with Mike Gorman, the publication specialist on updating AELS forms and that the JQ is
8 now interactive, meaning individuals can complete the questionnaire and receive the results in real
9 time. A. Jones encouraged the Board members to test the “Admin version” provided in the Board
10 packet. A. Jones explained individuals can select a “Grade Me” button which will review the
11 questionnaire and let the person know whether they passed and if applicable which responses
12 were incorrect. A. Jones added that Gorman added a “Retest” feature, which will clear the selected
13 responses, so that an individual can retake the test right away if they so choose. A. Jones noted
14 individuals only need to submit the questionnaire once they pass, which save the staff a lot of time
15 and the updated form requires the name and contact information be filled in before the person can
16 submit the form. Hackenmiller added that she is very excited about this update.
17

18 Hackenmiller and A. Jones asked the Board to review the questions and provide feedback and/or
19 additional revisions to the suggested edits. After a brief review, the Board determined that it had
20 been several years since they had thoroughly reviewed the questions and decided to take a close
21 look at the questions and suggest updates.
22

23 Koonce advised that we limit the number of true false questions as multiple choice are a better
24 check of people’s understanding of the concepts and offered to work rewording number 3.
25

26 Jones explained that it is an open-book questionnaire to get people to look at our regulations.
27 Hackenmiller agreed stating that applicants often state the regulation and argue points on specific
28 questions. The Board started to discuss specific edits.
29

30 The Chair asked the Board not to discuss specific edits during the meeting and asked Hackenmiller
31 to email the Board a list of the questions that are most commonly answered incorrectly.
32

33 TASK: Hackenmiller will email the Board the questions people typically miss.
34

35 Kerr asked if the questions are equally applicable to land surveyors. Hackenmiller explained that
36 land surveyors are not required to complete the JQ. Hackenmiller offered to do some research in
37 the minutes and see why the Board decided the requirement did not apply to land surveyors.
38

39 R. Jones asked how the repealing of the regulations related to the FE and FS will affect verifications.
40 Hackenmiller explained that she can easily pull that information from the NCEES website.
41

42 2 - Application Forms - Hackenmiller explained that she has been working with Mike
43 Gorman and that they are in the process of updating the application forms. Hackenmiller said they
44 started with Engineer by Comity application since it was the most complex and then used that as a
45 basis for the other applications. Hackenmiller noted that the applications are split out by field of
46 practice and explained these forms will be interactive as well and there are some will address some
47 of the common issues she encounters, including forgetting to include discipline, how name appears
48 on certificate, etc. Hackenmiller added that the application forms for architects and landscape
49 architects will also be updated. Hackenmiller encouraged the Board to review the work experience
50 verification form in particular and consider if any changes are desired.

1 Hackenmiller mentioned that Mike has done a great job with the formatting and making things
2 consistent. The Chair asked it if is going to require all fields to be filled out. Hackenmiller responded
3 saying there are certain required fields and the forms are set up so that you cannot continue until
4 you populate those fields.

5
6 Hale asked if we can have some of the junior staff test out the application forms and vet the content.
7 The Board agreed this would be a good way to get feedback. The Chair recommended the staff add a
8 DRAFT stamp to the forms before sending to the Board for testing. The Chair asked staff about the
9 timeline for publishing the updated forms. Hackenmiller indicated the sooner the better, however
10 noted that they still need to be vetted. Maynard asked about the inclusion of the word “seismic” in
11 the application and the Board discussed potential updates to the regulation regarding where the
12 term is used.

13
14 TASK: Colin, Jeff, and Catherine will review: 36.110.B. and propose updates at the August meeting.

15
16 TASK: The Chair requested that the Board provide feedback on the applications to Sarena by **May 9**.

17
18 15.C.3. Continuing education credit carry over for first time renewals – Hackenmiller explained that
19 currently licensees have to attest to continuing education credits can carry over up to twelve and
20 there is a space to indicate that on the form, but those on their first renewal who are exempt have
21 no option to carry CE credits. Hackenmiller asked the Board if we can revise the form to allow
22 registrants renewing for the first time the ability to carry over CE credits or if they see any issue
23 with that. The Chair stated that the policy is if you have more hours than are required then you can
24 carry over twelve, so if you need zero and you can carry over twelve just like everyone else. The
25 Board felt the proposed revision was reasonable. Hackenmiller stated that staff would update the
26 form accordingly.

27
28 R.Jones asked if allowing carry over defeats the whole purpose of requiring continuing education.
29 Maynard said most people don’t have a problem getting the required credits. Koonce noted AIA
30 allows you to have two consecutive years combined only. R. Jones asked Sarena to go out to the
31 other boards to see how many allow carry over. Maynard mentioned that the CE stats are listed by
32 state. Hackenmiller pulled up the statistics and

33
34 R. Jones said he might make a motion at the next meeting to do away with the carry over because of
35 the staff time and resources in keeping track of that information. Maynard proposed getting rid of
36 CEs all other. Johnston stated that she would oppose the motion to get rid of carry over noting it is
37 nice to have some flexibility especially if you have multiple licenses. Kerr mentioned that
38 businesses that previously could not get funding for CEs and are using this requirement as rationale
39 to get funds since it is mandatory and not discretionary. Hackenmiller shared the following
40 statistics from NCEES: Seven boards do not allow carry over, everyone else does. Eight jurisdictions
41 don’t require any CEs. All other Board’s require on average 30 per biennium. The Board discussed
42 why the AELS board requires 24 rather than 30. Maynard stated that CEs were changed to 24
43 because that was the requirement for architects.

44
45 15.D. Clarification on design professionals and installation – Maynard asked to revisit this item that
46 Chris Miller discussed during public testimony. Hackenmiller explained that staff get questions
47 related to this often and wanted some guidance from the Board. Maynard and Johnston explained
48 that if it is packaged equipment that is certified by a 3rd party testing agency then no. Maynard
49 stated that for seismic equipment you will probably need an engineer to stamp the attachment.
50 Kerr suggested that this information be added to the Guidance Manual. Johnston also mentioned

1 lightning protection systems that typically have a UL sticker, but then the way in which those
2 systems are attached to a structure can be an issue. Maynard added that the calculations for the
3 attachment would need to be done by an Alaska licensed engineer.

4
5 Johnston asked if there are particular items that the staff gets questions about. Both Hackenmiller
6 and A.Jones noted that it varies widely so general guidance would be appreciated.

7
8 TASK: Elizabeth and Colin will do some research and provide information for Guidance Manual.

9
10 15.E. Board Evaluation Forms – A.Jones explained these forms are contained in the updated version
11 of the Guide to Excellence in Regulation for Professional Licensing Boards and Commissions and
12 asked the Board to consider completing the form

13
14 Koonce said it seems cumbersome. Hale asked if it was something the members can do on their own
15 once a year. A.Jones explained that the Division recommended it be done quarterly, but the Board
16 could decide how they want to do it and the information could be submitted to A.Jones for
17 compilation and analysis. Maynard suggested the Board do it after this meeting so staff has the
18 information for the annual report. A.Jones asked the Board to complete the evaluation forms by
19 May 12th. Koonce recommended that if we are going to do this regularly that we make it an
20 interactive form similar to the AELS forms previously discussed. A.Jones said she would bring that
21 suggestion back to the Division.

22
23 10:36 a.m. Beau Bivins of AK Aerial Media joined telephonically.

24
25 15.F. Publishing Board Packets – *This item was added to the agenda following Peter Flint's testimony*
26 *during Public Comment on Monday, April 24.*

27 The Chair asked R.Jones to provide some background on why board packets had not previously
28 been posted. R.Jones explained it was likely due to the fact the packets had been hard copy until
29 very recently (2016). R.Jones asked the Board staff to confirm that the contents of the board packet
30 was public information prior to the meeting.

31
32 TASK: Alysia will check with LAW to see if board packets can be posted along with the agenda prior
33 to the meeting.

34
35 R.Jones mentioned that information often comes in last minute. He encouraged that the Board
36 establish a hard deadline for submission of packet materials and stick to it.

37
38 A.Jones said a draft of the packet could be posted just as a draft of the agenda is posted, with the
39 final version of materials being posted after the meeting concludes. Johnston suggested sending the
40 link to the list serv.

41
42 The Board discussed the pros and cons of having several versions vs. a board packet with
43 addendums. A.Jones provided both options for this meeting. The Board agreed to stick to the
44 submission deadline.

45
46 Hackenmiller asked the Board for website suggestions. A.Jones added that she plans to review the
47 website as well and work on updating it.

1 **Agenda item 21 – Special Committees**

2 The Chair asked if any of the special committees had updates to share. The Chair said he will let the
3 next Chair assign committee members.

4
5 The Chair asked again who has met with John since the last meeting. Koonce and Kerr had spoken
6 with John.

7
8 The Chair mentioned updates to the Guidance Manual are on-going.

9
10 The Chair assigned Colin Maynard as Chair of the Legislative Liaison committee.

11
12 Maynard stated that we have not had any requests for Emeritus status.

13
14 Koonce stated that the Board will be working on the budget in the coming months for the annual
15 report and adding a line item for outreach.

16
17 The Chair asked if Richard “Vernon” Jones wanted to head up the Continuing Education sub-
18 committee. R. Jones accepted and said he would work on something for the next meeting.

19
20 Regarding AXP - Koonce mentioned that the tests are coming through however there are a few
21 glitches that they are working on, but overall it’s been very positive. Fritz added that they’ve been
22 working on cut scores to the various sections and have several committees overseeing it and are
23 providing incentives to encourage people to take the tests.

24
25 10:40 Break

26
27 10:45 Back on record.

28
29 **Agenda item 22 - Election of Officers**

30 The Chair nominated Dave Hale for Chair. Colin Maynard seconded the nomination. The Chair called
31 for additional nominations. There were no additional nominations. All in favor.

32
33 The Chair called for nominations for Vice Chair. Dave Hale nominated Colin Maynard for Vice Chair.
34 The Chair seconded the nomination. The Chair asked if there were any additional nominations.
35 There were no additional nominations. All in favor.

36
37 The Chair called for nominations for Secretary. Colin Maynard nominated Jeff Koonce for Secretary,
38 John Kerr seconded the nomination. There were no additional nominations. All in favor.

39
40 The Chair congratulated the new officers and stated that terms take effect July 1, 2017.

41
42 **Agenda item 23 – Meeting Reports**

43 The Chair asked if there was anything to add to the meeting reports. Fritz stated the only thing to
44 add regarding the meeting reports was how slow it is to get reimbursed for the travel. The Chair
45 and Koonce suggested Fritz contact the Travel Office. A.Jones said the Travel Office said
46 reimbursements are typically processed within 15 days and offered to follow up with the Travel
47 Office and NCARB to determine what the issue is. The Board discussed procedures for submitting
48 receipts, etc. for reimbursement. A.Jones mentioned travel forms and procedures would be covered
49 later in the agenda.

50

1 **Agenda item 24 – Board Tasks**

2 The Chair ran through the To Do List from the February meeting:

- 3 • Guidance manual updates are ongoing. A.Jones to add ortho-imagery information.
- 4 • NCARB Education Requirement – Regulation Project starting.
- 5 • Maynard provided a response to Matt Titus regarding the use of stamped drawings.
- 6 • Maynard drafted a letter supporting the Landscape Architect seat becoming permanent.
- 7 • Board previously discussed that economies of scale don't justify the AKLS exam being taken
- 8 over by an examination company.
- 9

10 The Chair ran through the new tasks from this meeting:

- 11 • The Chair will draft a letter in opposition of HB 90 and submit.
- 12 • Everyone needs to review the jurisprudence questionnaire and provide comments to
- 13 Sarena by May 9th.
- 14 • Koonce, Maynard and Fritz will look at 12 36.110 and provide suggested revisions at the
- 15 August Board meeting.
- 16 • The Chair will contact California and Colorado regarding the previously discussed applicant.
- 17 • Johnston and Maynard will work on a definition for software engineer
- 18 • The Chair will distribute the Oregon UAV handout to the Board
- 19 • Johnston and Maynard will work on information regarding pre-packaged equipment for
- 20 inclusion in the Guidance Manual.
- 21 • Kerr will provide a paragraph on UAVs for the Guidance Manual.
- 22 • Fritz asked about examples of work of minor importance that can be done by another
- 23 discipline to address cross over confusion. Fritz offered to work on architectural field of
- 24 practice examples. The Chair asked the other members to provide examples that pertain to
- 25 their discipline. The Board discussed the following examples: Civil engineers doing
- 26 electrical design for traffic once it leaves the box; mechanical engineers do a little bit of
- 27 structural in their attachments and pipe hangings; architects do switch layouts.
- 28

29 **Agenda item 28 - Examiners Report**

30 Hackenmiller walked through the Examiner's Report, noting number of applications to be reviewed
31 at the April 2017 meeting, registrations to date for 2017 including field of practice, FE examinees to
32 date for 2017. Hackenmiller noted that we are still receiving renewals and a couple reinstatements.
33 Hackenmiller reported that we had 13 AKLS examinees (*Note: The number provided on the report is*
34 *12 as one was received after the report had been compiled.*). Hackenmiller noted that typically there
35 are 27 AKLS examinees each year, with 45% being retakes. Maynard asked about the number of
36 renewals. Hackenmiller explained that reinstatements are for individuals whose licenses have lapse
37 more than five years.
38

39 The Chair requested that we provide a better environment for the AKLS exam and indicated that he
40 and other Board members may have space available that would be more suitable for the examinees.
41 Hackenmiller added that we can be more flexible regarding the time since there is no PLS exam in
42 the morning to schedule around and shared there was a complaint with the Anchorage examination
43 facilities this year.
44

45 **Agenda item 30 – Review of Calendar of Events/Board Travel**

46 **30.A. Board Meeting Dates:** The Board discussed the next two upcoming Board meetings scheduled
47 for Anchorage.

- 48 • August 3-4 2017, Anchorage – The Board confirmed these dates and Koonce offered to
- 49 host at KPG Architects space if available on those dates.

- 1 • November 2-3, 2017, Anchorage
- 2 • February 7-8, 2018, Juneau (tentative)
- 3 • May 3-4, 2018 Fairbanks (tentative)

4
5 A.Jones informed the Board of the Division's new policy for Boards to rank their travel requests.
6 The Board debated the priorities of the meetings taking into account applicant review
7 processes and deadlines for exams and how the shift to computer-based testing will affect
8 application deadlines. The Board noted the tendency for there to be a higher volume of
9 applications at the February and August meetings due to the April and October exam dates. The
10 Chair argued that more emphasis should be put on the May and November meetings as this
11 provides applicants a chance to have their applicants reviewed and resubmit prior to the exam
12 dates.

13
14 Maynard offered to provide Board staff with justification for all four of the meetings, stating
15 that the State facilities are not properly equipped to effectively host teleconferenced Board
16 meetings and that we do not have the proper resources to coordinate the logistics of having
17 Board members located in three locations attend.

18
19 Fritz asked for clarification regarding how we prioritize the meetings. Hackenmiller and A.
20 Jones explained the Division is moving towards two quarterly meetings being held in person
21 and two meetings held via teleconference. The Board discussed how applications would be
22 reviewed if the meeting was teleconferenced and noted that issues with having two people
23 verify and needing a quorum to sign off.

24
25 Fritz and Koonce recommended that the Board not prioritize meetings until adequate
26 equipment is provided to hold meetings via teleconference. Maynard will provide some
27 information to A.Jones for the justification for in person meetings.

28
29 30.B. NCEES Western Zone Meeting – May 18-20, Denver, CO

30 The Chair announced the Western Zone meeting is coming up in a couple weeks. John Kerr,
31 Colin Maynard and Alysia Jones plan to attend along with the Chair.

32
33 30.C. NCARB Annual Meeting – June 21-23, Boston, MA

34 Catherine Fritz, Jeff Koonce, Vern Jones and Alysia Jones will be attending, pending travel
35 approval. Fritz shared that the itinerary is now \$166 more than what she started with. The
36 Board discussed reimbursements and that NCARB will reimburse the full amount of the fare
37 and asked how that works with the reimbursement going through the State Travel Office which
38 only reimburses a certain amount when a personal deviation is involved. The Chair encouraged
39 everyone to book their travel as soon as possible.

40
41 A.Jones asked the Board to determine who would serve as the official delegate at the 2017
42 NCARB Annual Business Meeting. Fritz stated that as senior architect on the Board, Jeff Koonce
43 should be the one who is authorized to cast a ballot. The Board agreed and Brian signed the
44 form.

45
46 30.D. NCEES Annual Meeting – August 23-25, Miami, FL

47 The Chair asked who wants to attend the NCEES Annual Meeting. Maynard noted that we get
48 three funded delegates and two new members. Hale expressed that he would like to go. Kerr
49 and R. Jones also expressed interest in attending as a new member. Wallis and Maynard are also

1 interested in attending. A. Jones also plans to attend as a new member. Johnston said she would
2 be interested, but will be out of the country on travel during those dates.

3
4 30.E.CLARB Annual Meeting – September 14-16, Boise, ID

5 Urfer stated that she plans to attend if her term is confirmed. R. Jones explained that CLARB
6 does not have a funded delegate program so the State has to pay and typically only one is
7 allowed.

8
9 30.F. Travel Forms and Procedures – In the interest of time, the Board agreed to review the
10 materials provided.

11
12 **Agenda item 29 – Read Applications into the Record**

13
14 **On a motion duly made by Dave Hale, seconded by Richard “Vernon” Jones and passed**
15 **unanimously, it was**

16
17 **RESOLVED to APPROVE the following list of applicants for registration by comity,**
18 **examination and in additional branches of engineering with the stipulation that the**
19 **information in the applicants’ files will take precedence over the information in the minutes.**
20

ADAMSON, CASEY LEE
ARTAR, KYLE M.
BECKER, GARY
BENTTI, DAVID
BURGER, DAVID A.
CARLSON, JARED
CARRILLO, AUGUST
EMSLIE, DANIEL R.
EVARD, JEREMY L.
GALLOWAY, JOSEPH
HANKS, MARILEE FAY
HENDERSON, TODD ANDREW
HOLDEN, WESLEY A.
HOLLOWAY, JAMES
HUGHES, MARK A.
KOTTER, QUINN MAC
MADDOX, RICHARD
McCALL, JOSHUA D.
OZOLIN, ELMER
PETRAY, THOMAS RICHARD
SOBHANI, SATTAR
STROHMAN, BRYAN P.
TOVREA, MARTIN LEONARD
WANG, CARL YING
YUAN, JUN

ZACHER, PAUL
ENGIDA, ENDALE
MENZIES, SCOT
PROZERALIK, MICHAEL
SKEEM, RUSSELL

1
2

The following are CONDITIONALLY APPROVED pending the completion of certain items.

AGUILAR, HUMBERTO
ANDERSON, DAVID
ANDERSON, ELIZABETH
AUTIER, VINCENT PHILIPPE
BELL, JASON
BRAZELL, CHRISTOPHER E.
BROWN, BENJAMIN
BURGESS, CHAD O.
BYNUM, JEREMY
GIZINSKI, NYCOLE MARIE
GOODE, KELVIN
KEWIN, JASON C.
LANGDON, MICHELLE
LEADON, KYLE
LECROY, JAMES
MARTIN, DEWAYNE
McFARLAND, CORLEY
MCKENNA, RICHARD
NAKHLA, MICHAEL
PHILP, MICHAEL
QUICK, MICHAEL J.
SCHILD, MICHAEL
STECKMEST, MELINDA
SWEENEY, LEISHA
WILD, LOGAN
WOODS, CHRISTIAN
ABUTRAB, ANTHONY
BRADY, JOHN

3
4
5
6
7
8
9
10

On a motion duly made by Dave Hale, seconded by Richard “Vernon” Jones and passed unanimously, it was

RESOLVED to find the following list of applicants for registration by comity, examination and in additional branches of engineering INCOMPLETE with the stipulation that the information in the applicants’ files will take precedence over the information in the minutes.

1 The following applicants were found incomplete:

FREEMAN, JARED *2nd review
HUPPERT, LOGAN
KHATRI, DILIP

2
3 The Chair verified that A.Jones received all of the names of the Board members interested in
4 attending the annual meeting: Hale, Kerr, Maynard, Wallis, R. Jones and A.Jones.

5
6 **Agenda item 31 - Board Member Comments**

7 Maynard said it was a good meeting and looks forward to hearing what the UAF students ask the
8 Board at the upcoming presentation.

9
10 Kerr welcomed Elizabeth and thought the Board made good progress and is moving forward.

11
12 A.Jones welcomed Elizabeth and thanked Fred and Stephanie for the use of the facility.

13
14 Fritz seconded that and said it was a great meeting.

15
16 R.Jones said it was an excellent location right across from the hotel.

17
18 Hale thanked everyone for the confidence for “voting” for him as Chair.

19
20 Hackenmiller thanked everyone for being so good with the application review and thanked Fred for
21 the room. R.Jones thanked the Board staff for their preparation.

22
23 Johnston welcomed everyone to Fairbanks and thanked the Board for a good first meeting.

24
25 Urfer mentioned that during the course of the meeting she received the information on how to get
26 in touch with the New York CLARB resource as well as two other states that have guidance manuals
27 and is excited to follow up with that.

28
29 Koonce thanked Fred for the hospitality and welcomed Elizabeth to the Board. Koonce also thanked
30 Sarena for streamlining the electronic application review process as he was skeptical at first, but
31 thinks it has turned out well.

32
33 Wallis thanked everyone for coming, welcomed Elizabeth to the Board and said he looks forward to
34 Jeff’s office in August.

35
36 The Chair thanked everyone and jokes that he appreciates not having to be Chair again. The Chair
37 says he looks forward to another year on the Board and gives a special thanks to Usibelli for
38 providing the space and refreshments and appreciates our new member being able to attend even
39 though she has not yet been confirmed.

40
41 Johnston said she contacted the Division and she has permission to attend. The Board briefly
42 discussed other seats that are currently in “limbo”. Kerr explained that you serve until a
43 replacement is found.

44
45 Board adjourned at 11:32.

46

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Respectfully submitted:

Alysia D. Jones, Executive Administrator

Approved:

Dave Hale, PLS Chair
Board of Registration for Architects,
Engineers and Land Surveyors

Date: _____

INVESTIGATIVE REPORT



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Commerce, Community,
and Economic Development

DIVISION OF CORPORATIONS, BUSINESS AND
PROFESSIONAL LICENSING

550 West Seventh Avenue, Suite 1500
Anchorage, Alaska 99501-3567
Main: 907.269.8160
Fax: 907.269.8195

MEMORANDUM

DATE: July 12, 2017
TO: Alaska State Board of Registration for Architects, Engineers and Land Surveyors
THRU: Angela Birt, Chief Investigator *AB*
FROM: John Savage, Investigator
RE: Investigative Report for the August 3-4, 2017, Meeting

The following information was compiled as an investigative report to the Board for the period of April 11, 2017 through July 12, 2017. This report includes all investigations, complaints, and intake matters handled since the last report. The Division **opened 4 matters and closed 18 matters**. **13 matters** remain on-going and under active investigation or are pending litigation (as indicated by italics).

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

<u>CASE #</u>	<u>OPENED</u>	<u>COMPLAINT/INVESTIGATION</u>	<u>PROFESSION</u>
2015-001629	09/02/2015	Unlicensed practice or activity	CORPORATE AUTH
2016-000923	07/06/2016	Violation of licensing regulation	ENGINEER
2016-000933	07/07/2016	Unlicensed practice or activity	ARCHITECT
2016-001295	10/25/2016	Unprofessional conduct	ENGINEER
2016-001300	10/26/2016	Unlicensed practice or activity	ELECTRICAL ENGINEER
2016-001384	12/02/2016	Unlicensed practice or activity	CORP AUTH
2016-001387	12/05/2016	Unlicensed practice or activity	LAND SURVEYOR
2016-001389	12/05/2016	Unlicensed practice or activity	CORP AUTH
2016-001391	12/06/2016	Unlicensed practice or activity	CORP AUTH
2017-000084	01/27/2017	Violation of licensing regulation	ENGINEER
2017-000138	02/14/2017	Unethical conduct	ENGINEER
2017-000232	03/10/2017	Unlicensed practice or activity	LAND SURVEYOR
2017-000332	03/24/2017	Violation of licensing regulation	ARCHITECT

OPEN: TOTAL = 13 (does not include intakes)

INVESTIGATIVE ACTIONS CLOSED SINCE LAST MEETING

2015-001702	Closed-Investigation	Advisement Letter
2016-000799	Closed-Investigation	Advisement Letter
2016-001307	Closed-Investigation	Advisement Letter
2016-001321	Closed-Investigation	Advisement Letter
2016-001395	Closed-Investigation	Advisement Letter
2016-001470	Closed-Investigation	Advisement Letter
2017-000008	Closed-Investigation	Advisement Letter
2017-000080	Closed-Investigation	Advisement Letter
2017-000130	Closed-Investigation	No Action - No Violation
2017-000141	Closed-Investigation	No Action - No Violation
2017-000147	Closed-Investigation	No Action - No Violation
2017-000191	Closed-Investigation	Advisement Letter
2017-000222	Closed-Investigation	Advisement Letter
2017-000402	Closed-Investigation	Advisement Letter
2017-000477	Closed-Investigation	No Action - No Violation

CLOSED TOTAL = 15 *(does not include intakes)*

INTAKES OPENED OR CLOSED

STATUS

2017-000288	Closed-Intake
2017-000644	Closed-Intake
2017-000651	Closed-Intake

PROBATION CASES: TOTAL = 0

END OF REPORT



THE STATE
of ALASKA
GOVERNOR BILL WALKER

Department of Commerce, Community,
and Economic Development

ALASKA REAL ESTATE COMMISSION

550 West Seventh Avenue, Suite 1500
Anchorage, Alaska 99501-3567
Main: 907.269.8162
Fax: 907.269.8156

SAMPLE AELS Board Member Review

CONFIDENTIAL

Deliberative Process

DATE:

TO: Reviewing Board Member
Architect, Engineer, and Land Surveyor (AELS) Board

FROM: John R. Savage, Investigator

SUBJECT: Review of Case No.

This complaint, including the attached records and material, is provided to you as a licensed member of the AELS Board to review complaints. Your review is necessary to assist the Division in determining violations, appropriate action or if further review may be necessary.

Please provide written answers to the following questions.

1. Do you have any personal or professional conflict relating to this matter which would preclude you from reviewing this file?
2. Do you feel this persons actions cause them to be in violation of AELS Statutes or Regulations based on your review?

Yes ___ No ___ If your answer is yes, please cite the specific violation.

3. If a violation was committed, please indicate what you believe is the appropriate action:
(Letter of Advisement, Training in Lieu, Civil Fine, Consent Agreement, Voluntary Surrender, License Suspension, License Revocation)

4. Do you feel this matter should be reviewed by another Board member or an expert?

Yes ____ No ____ . If your answer is yes, please explain why.

5. Did your review of this matter raise any other concerns jurisdictional to the AELS Board which you believe require further attention?

Yes ____ No ____ . If your answer is yes, please describe.

AELS Board Member Printed Name

Date

Signature

SAMPLE

DIVISION REPORTS

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

Board of Architects, Engineers, and Land Surveyors
Schedule of Revenues and Expenditures

	FY 12	FY 13	FY 14	FY 15	FY16	FY17 1st - 3rd Qtr
Licensing Revenue	845,362	162,223	1,983,134	309,524	1,312,092	149,050
Allowable Third Party Reimbursement	-	-	5,931	7,156	6,302	1,002
Total Revenue	845,362	162,223	1,989,064	316,680	1,318,394	150,052
Direct Expenditures						
Personal Services	260,469	248,834	287,835	283,855	324,968	183,673
Travel	48,940	41,597	53,408	42,799	35,307	12,811
Contractual	59,439	32,998	88,077	54,433	70,609	26,437
Supplies	2,922	6,779	2,054	1,075	1,221	452
Equipment	-	-	-	-	-	-
Total Direct Expenditures	371,770	330,208	431,374	382,163	432,105	223,373
Indirect Expenditures*	396,542	431,350	290,377	198,407	304,894	228,671
Total Expenses	768,312	761,558	721,751	580,570	736,999	452,044
Annual Surplus (Deficit)	77,050	(599,336)	1,267,313	(263,889)	581,395	(301,992)
Beginning Cumulative Surplus (Deficit)	262,319	339,370	(259,966)	1,007,347	743,458	1,324,853
Ending Cumulative Surplus (Deficit)	339,370	(259,966)	1,007,347	743,458	1,324,853	1,022,861

* For the first three quarters, indirect costs are based on the prior fiscal year's total indirect amount. The 4th quarter board reports reflect the current year's actual indirect expenses allocated to the boards.

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

Appropriat (All)
Budget Fisc 2017
Activity Cor AEL1

Sum of Expenditures		
Object Cod	Object Name	Total
1011	Regular Compensation	93,149.38
1014	Overtime	572.60
1023	Leave Taken	21,520.39
1028	Alaska Supplemental Benefit	7,084.77
1029	Public Employee's Retirement System Defined Benefits	16,954.27
1030	Public Employee's Retirement System Defined Contribution	1,973.77
1034	Public Employee's Retirement System Defined Cont Health Reim	1,560.58
1035	Public Employee's Retirement Sys Defined Cont Retiree Medical	450.44
1037	Public Employee's Retirement Sys Defined Benefit Unfnd Liab	4,414.10
1039	Unemployment Insurance	364.47
1040	Group Health Insurance	28,643.90
1041	Basic Life and Travel	59.38
1042	Worker's Compensation Insurance	1,132.86
1047	Leave Cash In Employer Charge	2,713.09
1048	Terminal Leave Employer Charge	1,318.67
1053	Medicare Tax	1,601.83
1077	ASEA Legal Trust	142.02
1079	ASEA Injury Leave Usage	16.00
1080	SU Legal Trst	0.18
2000	In-State Employee Airfare	548.16
2001	In-State Employee Surface Transportation	32.75
2002	In-State Employee Lodging	285.15
2003	In-State Employee Meals and Incidentals	90.00
2005	In-State Non-Employee Airfare	2,568.95
2007	In-State Non-Employee Lodging	1,488.00
2008	In-State Non-Employee Meals and Incidentals	1,350.00
2010	In-State Non-Employee Non-Taxable Reimbursement	1,595.08
2012	Out-State Employee Airfare	25.00
2013	Out-State Employee Surface Transportation	87.04
2015	Out-State Employee Meals and Incidentals	243.00
2017	Out-State Non-Employee Airfare	637.74
2020	Out-State Non-Employee Meals and Incidentals	765.50
2022	Out-State Non-Employee Non-Taxable Reimbursement	3,094.84
3000	Training/Conferences	950.00
3001	Test Monitor/Proctor	-
3002	Memberships	22,485.00
3035	Long Distance	272.01
3044	Courier	31.23
3045	Postage	232.16
3046	Advertising	702.23
3057	Structure, Infrastructure and Land - Rentals/Leases	95.32
3067	Honorariums/Stipend	320.00
3069	Commission Sales	72.58
3088	Inter-Agency Legal	1,142.25
3094	Inter-Agency Hearing/Mediation	134.40
4002	Business Supplies	452.40
Grand Total		223,373.49

one fiscal year to the next. The surplus may provide a future benefit to the licensees by allowing fees to be maintained or lowered and for use to offset ongoing program-specific expenses. Conversely, if the amount collected is not adequate to cover expenses, that deficit carries forward as a liability for the next fiscal year. This often results in fee increases for the next renewal or—if the deficit is significant—the deficit can be amortized through incremental increases over multiple licensing periods. (Dept. of Law opinion, Milks, 2014)

Board and Commission Review of Fiscal Documentation

Your board's staff liaison will include documentation of the board's most current finances in materials available before each scheduled meeting. In your board meeting packet, you will receive:

- Quarterly Schedule of Revenue & Expenditure (i.e. the board's quarterly report)
- Breakout of direct program expenditures

The fourth quarter report will contain all year-end revenue and expense information, including the final annual indirect allocation, as well as additional fiscal back-up documentation.

Board meetings may happen more frequently than new reports are published, which may result in a meeting without updated financial information. Please keep that in mind as meetings are scheduled.

Report publication schedule:

1st Quarter (July-September) = Reports ready the 15th of November

2nd Quarter (October-December) = Reports ready at the end of January

3rd Quarter (January-March) = Reports ready at the end of April

4th Quarter (April-June) = Reports ready mid-October

Due to the statewide year-end financial close-out process, the raw data to produce final end-of-year reports is available to the department becomes available September 1. Reporting for the various agencies within the department then requires additional time, so a little "radio silence" between May and October is necessary. Once this data is final, though, final reports will be issued, followed shortly by each program's first-quarter report.

Around this time, the division also publishes its Annual Professional Licensing Report to the Legislature, which contains a breakout of legal and investigative expenses for the prior six years. This and other reports are always available online at <https://www.commerce.alaska.gov/web/cbpl/AnnualPerformanceReports.aspx>.

Final year-end reporting is complete for FY14; each board member will receive a copy via email from their staff liaison, and these documents will also be included in board packets for the first regular meeting following this report.

Item 7.B. Fee Analysis

I will be emailing an interactive Excel spreadsheet and additional information regarding the Fee Analysis to the Board no later than **Friday, July 28th**.

Alysia D. Jones

Executive Administrator

Alaska State Board of Registration for
Architects, Engineers and Land Surveyors
907.465.1676

[Alaska AELS Board Website](#)

Annual Report

Fiscal Year 2017

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



**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.

**STATE BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS, AND LAND SURVEYORS
FY 2017 Annual Report**

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**STATE BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS, AND LAND SURVEYORS
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Identification of the Board

Board Member	Duty Station	Date Appointed	Term Expires
Brian R. Hanson, Chair Civil Engineer, Mining Engineer	Anchorage	Mar 01, 2014	Mar 01, 2018
Dave Hale, PS, Vice Chair Land Surveyor	Anchorage	Mar 01, 2016	Mar 01, 2020
Jeffrey Paul Koonce, Secretary Architect	Anchorage	Mar 01, 2013	Mar 01, 2021
Catherine Fritz, Architect	Juneau	Mar 01, 2016	Mar 01, 2020
Elizabeth Johnston, PE Electrical Engineer, Fire Protection Engineer	Fairbanks	Mar 01, 2017	Mar 01, 2021

John Bruce Kerr, PS Land Surveyor	Anchorage	Mar 01, 2013	Mar 01, 2021
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**STATE BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS, AND LAND SURVEYORS
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Identification of the Board (continued)

Board Member	Duty Station	Date Appointed	Term Expires
Colin Maynard, PE Civil Engineer, Structural Engineer	Anchorage	Mar 01, 2016	Mar 01, 2020
William Mott Another Branch of Engineering (Chemical Engineer, Metallurgical & Materials Engineer)	Anchorage	May 25, 2017	Mar 01, 2020
Luanne Urfer, PLA Landscape Architect	Palmer	Mar 01, 2016	Mar 01, 2021
Fred Wallis, PE Mining Engineer	Healy	Mar 01, 2016	Mar 01, 2020
Richard "Vernon" Jones Public Member	Juneau	Oct 01, 2016	Mar 01, 2020

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

Alysia Jones – Executive Administrator

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

Sarena Hackenmiller – Licensing Examiner

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

John Savage – Investigator

Department of Commerce, Community & Economic Development
Division of Corporations, Business and Professional Licensing
550 W 7th Ave., Suite 1500
Anchorage, Alaska 99507
(907) 269-8176

Jun Maiquis – Regulations Specialist

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

STATE BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS, AND LAND SURVEYORS FY 2017 Annual Report

Narrative Statement

The Board of Registration for Architects, Engineers, and Land Surveyors held four, in-person, 2-day meetings in FY 2017 to conduct normal business activities which included working on regulation projects; reviewing and approving applications for licensure by examination and comity; and discussing national trends related to the professions the Board regulates. All meetings were public noticed and a copy of the agendas were made available to the public in advance of the meeting dates. Minutes are approved at the following meeting and draft versions are posted on the AELS website in the interim.

Highlights from FY 2017 include:

- House Bill 48 (HB48) which extends the AELS board until 2025 and makes the landscape architect seat permanent after 19 years as a temporary seat passed on April 13, 2017, signed by the Governor on June 16, 2017 and will go into effect on July 1, 2017.
- Training sessions on complaint and investigative process and continuing education audits were conducted by Senior Investigator Al Kennedy (August 2016 meeting) and Assistant Attorney General Megan Greider (November 2016 meeting) respectively.
- Regulation updates:
 - 12 AAC 36.050 - Changed application deadline to 30 days prior to board meetings (effective 8/7/2016)
 - 12 AAC 36.108 Added application for registration as a structural engineer (effective 9/9/2016)
 - 12 AAC 36.990 (44) - Added a definition for significant structures and changed requirements for structural engineering license in accordance with national trends (effective 9/9/2016)
 - 12 AAC 36.180 Seal, .185 Use of Seal – Updates related to changes regarding structural engineering (effective 9/9/2016)
 - 12 AAC 36.060, .061, .990(29) - Updated language to be consistent with National Council of Architectural Registration Board's terminology (effective 5/25/2017)
 - 12 AAC 36.062, .063, .064 and .065 - Repealed the requirement to apply to AELS for the Fundamentals of Engineering and Fundamentals of Surveying examinations (effective 5/25/2017)
 - 12 AAC 36.105 - Added "comparable branches" to engineer registration by comity (effective 5/25/2017)

There were three new board appointments and three re-appointments in FY17:

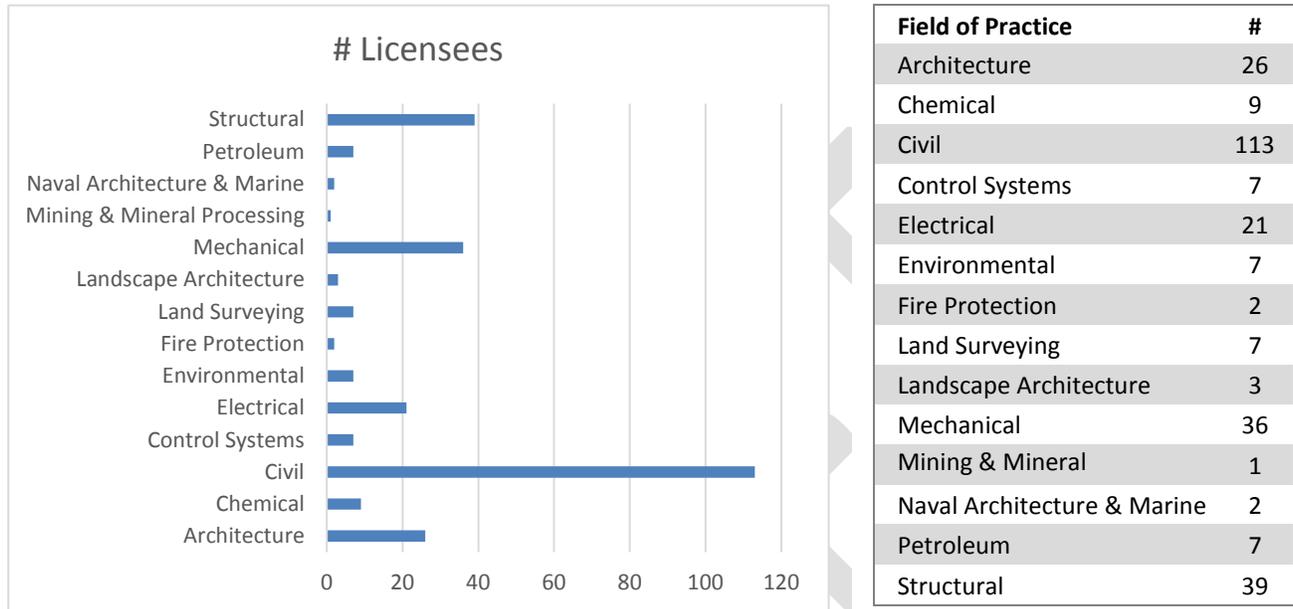
- Elizabeth Johnston was appointed to the Electrical/Mechanical Engineer seat.
- William Mott was appointed to the Engineer from another branch of the profession of engineering seat.*
- Jeffrey Koonce was re-appointed to one of the Architect seats.
- John Kerr was re-appointed to one of the Land Surveyor seats.
- Richard "Vernon" Jones was re-appointed to the Public Member seat.
- Luanne Urfer was appointed to the permanent Landscape Architect seat.**

*Previously the "one engineer from another branch of the profession of engineering" seat had been a mechanical engineer, however in filling the vacancy left by Kathleen Schedler's resignation (March 2017), the Department of Law explained the statutory language restricts the appointment of a mechanical engineer to this seat stating "this seat must be filled by an engineer representing a branch of professional engineering other than those already listed in AS 08.48.011(b): Civil, Mining, Electrical and Mechanical".

**With the passing of HB48 the Landscape Architect seat changed from a temporary, non-voting seat to a permanent, voting seat. The required solicitation and application process was followed. On July 7, 2017 the Governor appointed Luanne Urfer, who previously held the temporary Landscape Architect seat to the permanent Landscape Architect seat with a term end date of March 1, 2021.

FY 2017 Narrative Statement (continued)

During FY 2017, AELS reviewed 316 applications for registration and/or examination and verified 255 licenses. AELS licensed 280 professionals and 60 firms (33 corporations and 27 LLCs). Please see the chart and table below for a detailed accounting of licensees by profession and discipline (engineers).



The Board considers investigations and enforcement of their statutes and regulations to be a key responsibility in protection of the public. The majority of cases tend to be related to individuals working outside the scope of their field of practice (e.g. engineers that think they are architects or vice versa) and continuing education audits. AELS investigator John Savage continues to work with the board to review cases and is trying to spread out the reviews more evenly among the board members. Savage also developed a form for board members to complete when reviewing a case to record what was discussed and the agreed upon course of action that should be taken.

To keep abreast of national standards for registration, trends, and issues board members and staff attend regional and national meetings sponsored by the following organizations:

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

Following the meetings, attending board members and staff write in-depth reports which are then presented to the entire board at the next quarterly meeting so all members are aware of national issues and the activities of these national organizations. In addition to attending meetings, several board members also serve as officers and/or committee members for these organizations. Currently, AELS Chair Brian Hanson is the Vice President of the Western Zone of NCEES. AELS continues to revise and update the Guidance Manual with the intent to publish an updated version following review at the August 2017 meeting. The Board is also working on three regulation projects:

1. Update education requirements for architects
2. Incorporate the use of the NCEES record in applications
3. Implement a licensure pathway for software engineers

FY 2018 will be the bi-annual renewal for Alaska architects, engineers, land surveyors and landscape architects. The Board is currently conducting a fee analysis with the Division of Corporations, Business and Professional Licensing and anticipate a modest reduction in fees for the upcoming renewal period.

FY 2017 Narrative Statement (continued)

The following statement provides additional details about each of the AELS board's quarterly meetings to highlight key, non-monetary aspects to be considered when reviewing potential travel expenditures.

August Meeting (Anchorage)

The August meeting is typically held in Anchorage as the majority of board members reside here or in the vicinity. Historically, the number of applications to be reviewed are highest during the August and February meetings since it is the last opportunity for applicants to be approved for exams offered by the National Council of Examiners for Engineering and Surveying (NCEES) in October and April.

February Meeting (Juneau)

The February meeting is typically held in Juneau since it occurs during the legislative session. Having the meeting in Juneau allows board members to meet with representatives to collaborate on legislation that supports the board mission. Additionally, as noted above, this meeting sees a high volume of applications given the timing before NCEES exams and Alaska Land Surveyors Exam, which is only offered in April.

April Meeting (Fairbanks)

In prior years, this meeting was held in May, however due to a schedule conflict the meeting was held at the end of April. This provided the board with an opportunity to meet with engineering students, faculty, and staff at UAF before the end of the school year and discuss next steps for students and what resources are available to them as they work towards their professional license. This type of outreach is essential especially considering the board recently repealed the requirement for Fundamentals of Engineering and Fundamentals of Surveying exam applicants to apply to the AELS board. Additionally, meeting minutes indicate individuals from the Fairbanks area frequently attend AELS board meetings in Anchorage and Juneau via teleconference and appreciate the ability to attend at least one of the four meetings in person and interact with the board face-to-face.

November (Anchorage)

Although ranked #4 in the annual report, the board maintains ALL of their meetings are equally important for carrying out its mission. The November meeting provides an opportunity to conduct outreach to UAA students, which cannot be done during the August meeting due to the school calendar and board's focus on application review. Additionally, the board may participate in training sessions during the November meeting.

The board acknowledges the State's request to conduct meetings in a digital format, however the AELS board has found application review, which occurs at each meeting to be extremely difficult and ineffective via teleconference and looks at other ways to minimize travel costs:

- Two out of the four quarterly meetings are held in Anchorage, the most cost-effective location
- The board utilizes their own office spaces in Anchorage and Fairbanks and the Division's conference room in Juneau
- Start and stop times for meetings are scheduled to allow for same day travel by the majority of the board members to keep lodging and per diem costs to a minimum
- The board schedules outreach activities and/or training opportunities to maximize travel costs.

**STATE BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS, AND LAND SURVEYORS
Fiscal Year 2017 Annual Report**

Budget Recommendations for FY 2018

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.

#1 Rank

(Rank board meetings in order of importance)

Board Meeting Date	Location	# Board	# Staff
August 3-4, 2017	Anchorage	11	2
<input checked="" type="checkbox"/> Airfare:			\$1,200.00
<input checked="" type="checkbox"/> Hotel:			\$1,400.00
<input checked="" type="checkbox"/> Ground:			\$515.00
<input checked="" type="checkbox"/> Other:			\$1,325.00
Total Estimated Cost:			\$4,440.00

#2 Rank

(Rank board meetings in order of importance)

Board Meeting Date	Location	# Board	# Staff
February 7-8, 2018	Juneau	11	2
<input checked="" type="checkbox"/> Airfare:			\$3,154.00
<input checked="" type="checkbox"/> Hotel:			\$846.00
<input checked="" type="checkbox"/> Ground:			\$167.00
<input checked="" type="checkbox"/> Other:			\$918.00
Total Estimated Cost:			\$5,085.00

#3 Rank

(Rank board meetings in order of importance)

Board Meeting Date	Location	# Board	# Staff
April/May 2018	Fairbanks	11	2
<input checked="" type="checkbox"/> Airfare:			\$2,400.00
<input checked="" type="checkbox"/> Hotel:			\$1,275.00
<input checked="" type="checkbox"/> Ground:			\$600.00
<input checked="" type="checkbox"/> Other:			\$1,375.00
Total Estimated Cost:			\$5,650.00

STATE BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS, AND LAND SURVEYORS
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Budget Recommendations for FY 2018

#4 Rank

(Rank board meetings in order of importance)

Board Meeting Date	Location	# Board	# Staff
November 8-9, 2017	Anchorage	11	2
<input checked="" type="checkbox"/> Airfare:			\$1,186.00
<input checked="" type="checkbox"/> Hotel:			\$792.00
<input checked="" type="checkbox"/> Ground:			\$515.00
<input checked="" type="checkbox"/> Other:			\$1,276.00
Total Estimated Cost:			\$3,769.00

#5 Rank

(Rank board meetings in order of importance)

Board Meeting Date	Location	# Board	# Staff
<input type="checkbox"/> Airfare:			\$0.00
<input type="checkbox"/> Hotel:			\$0.00
<input type="checkbox"/> Ground:			\$0.00
<input type="checkbox"/> Other:			\$0.00
Total Estimated Cost:			\$0.00

#6 Rank

(Rank board meetings in order of importance)

Board Meeting Date	Location	# Board	# Staff
<input type="checkbox"/> Airfare:			\$0.00
<input type="checkbox"/> Hotel:			\$0.00
<input type="checkbox"/> Ground:			\$0.00
<input type="checkbox"/> Other:			\$0.00
Total Estimated Cost:			\$0.00

**STATE BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS, AND LAND SURVEYORS
Fiscal Year 2017 Annual Report**

Budget Recommendations for FY 2018 (continued)

Travel Required to Perform Examinations

Not applicable

Date	Location	# Board	# Staff
April 21, 2018	Fairbanks	1	0

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

The Alaska Land Surveyors examination is offered once a year in April. Depending upon the applicant pool, a proctor may be needed in Fairbanks and/or Anchorage. Every effort will be made to utilize board members and/or another qualified proctor in each area. In the event one is not available, the board recommends the following be budgeted for one day of travel for a board member/staff to perform the exam.

<input checked="" type="checkbox"/> Airfare:	\$200.00
<input type="checkbox"/> Hotel:	\$0.00
<input checked="" type="checkbox"/> Ground:	\$30.00
<input type="checkbox"/> Conference:	\$0.00
<input checked="" type="checkbox"/> Other: M&IE	\$50.00

Total Estimated Cost: \$280.00

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

Date	Location	# Board	# Staff	
August 23-26	Miami Beach, Florida	3	1	
<p>Description of meeting and its role in supporting the mission of the Board:</p> <p>National Council of Examiners for Engineering and Surveying (NCEES) annual meeting. The purpose of this meeting is to discuss best practices for registration boards, discuss challenges facing engineers and surveyors, and propose and vote on regulation changes.</p> <p>Note: NCEES offers first-time attendee funding in addition to the three funded-delegates. Next year (FY2019) two of our board members will qualify for this funding, allowing us to send a total of five representatives from AELS. Additionally, NCEES offers a Law Enforcement Program at their annual meetings that includes an interactive forum and full-day comprehensive regulatory workshop that would be beneficial for our investigative staff. The Executive Administrator will attend the workshop this year. Board recommends the AELS investigator attend the NCEES annual or zone meeting in 2018.</p>				
Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input checked="" type="checkbox"/> Airfare:	\$0.00	\$0.00	\$4,000.00	\$4,000.00
<input checked="" type="checkbox"/> Hotel:	\$0.00	\$0.00	\$4,464.00	\$4,464.00
<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	\$0.00	\$0.00	\$0.00
Describe "Other" (break out all sections):				
NCEES reimburses each funded delegate \$250 to cover transportation to and from the airport; dinner on Thursday, August 24, tips, travel meals and other miscellaneous incidentals; and any incidental hotel charges.				
Net Total:	\$0.00	\$0.00	\$10,264.00	\$10,264.00

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

Date	Location	# Board	# Staff	
September 13-16, 2017	Boise Idaho	1	0	
<p>Description of meeting and its role in supporting the mission of the Board:</p> <p>Annual meeting of the Council of Landscape Architect Registration Boards (CLARB). Similar to NCEES and NCARB, CLARB provides exams, establishes national requirements based upon current trends.</p> <p>Note: CLARB does not fund delegates. As a multi-discipline board and particularly in light of the recent passing of HB48 making the landscape architect seat permanent, representation at this meeting is extremely valuable.</p>				
Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input checked="" type="checkbox"/> Airfare:	\$422.00	\$0.00	\$0.00	\$422.00
<input checked="" type="checkbox"/> Hotel:	\$800.00	\$0.00	\$0.00	\$800.00
<input checked="" type="checkbox"/> Ground:	\$50.00	\$0.00	\$0.00	\$50.00
<input checked="" type="checkbox"/> Conference:	\$950.00	\$0.00	\$0.00	\$950.00
<input checked="" type="checkbox"/> Other	\$210.00	\$0.00	\$0.00	\$210.00
Describe "Other" (break out all sections): M&IE				
Net Total:	\$2,432.00	\$0.00	\$0.00	\$2,432.00

Out-of-State Meetings and Additional In-State Travel					
Date	Location	# Board	# Staff		
March 2018	Wichita, KS	2	1		
Description of meeting and its role in supporting the mission of the Board:					
Regional meeting for National Council of Architectural Registration Boards (NCARB). Discuss issues relevant to western states and formulate proposals to introduce at the annual meeting.					
Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total	
<input checked="" type="checkbox"/> Airfare:	\$0.00	\$3,050.00	\$0.00	\$3,050.00	
<input checked="" type="checkbox"/> Hotel:	\$0.00	\$1,200.00	\$0.00	\$1,200.00	
<input type="checkbox"/> Ground:	\$0.00	\$0.00	\$0.00	\$0.00	
<input checked="" type="checkbox"/> Conference:	\$0.00	\$0.00	\$1,350.00	\$1,350.00	
<input checked="" type="checkbox"/> Other	\$0.00	\$960.00	\$0.00	\$960.00	
Describe "Other" (break out all sections):					
Net Total:	\$0.00	\$5,210.00	\$1,350.00	\$6,560.00	

Out-of-State Meetings and Additional In-State Travel					
Date	Location	# Board	# Staff		
April 5-7, 2018	Honolulu, HI	2	1		
Description of meeting and its role in supporting the mission of the Board:					
NCEES Western Zone meeting. Discuss issues unique to the western states and prepare proposals for the annual meeting.					
Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total	
<input checked="" type="checkbox"/> Airfare:	\$0.00	\$0.00	\$3,250.00	\$3,250.00	
<input checked="" type="checkbox"/> Hotel:	\$0.00	\$0.00	\$4,600.00	\$4,600.00	
<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	\$600.00	\$0.00	\$600.00	
Describe "Other" (break out all sections):					
NCEES provides each funded delegate with \$200 to cover transportation to and from the airport; tips, travel meals and other miscellaneous incidentals; and any incidental hotel charges.					
Net Total:	\$0.00	\$600.00	\$9,650.00	\$10,250.00	

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

Date	Location	# Board	# Staff	
June 2018	Detroit, MI	2	1	
Description of meeting and its role in supporting the mission of the Board:				
NCARB Annual Meeting. Discuss and vote on issues affecting architect licensing boards.				
Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input checked="" type="checkbox"/> Airfare:	\$0.00	\$3,745.00	\$0.00	\$3,745.00
<input checked="" type="checkbox"/> Hotel:	\$0.00	\$3,000.00	\$0.00	\$3,000.00
<input type="checkbox"/> Ground:	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Conference:	\$0.00	\$0.00	\$1,995.00	\$1,995.00
<input checked="" type="checkbox"/> Other	\$0.00	\$960.00	\$0.00	\$960.00
Describe "Other" (break out all sections):				
NCARB will reimburse funded delegates up to \$80/day to cover out-of-pocket meal costs on travel and meeting days, and ground transportation to and from the airport.				
Net Total:	\$0.00	\$7,705.00	\$1,995.00	\$9,700.00

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

Date	Location	# Board	# Staff
TBD	Fairbanks, Juneau, Kenai Peninsula, Seward		1

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

Investigator sweeps – As enforcement activities are deemed mission critical and inherent, the AELS board includes the following additional in-state travel budget for investigator John Savage to conduct regional investigator sweeps. The table below includes a summary of the expenses outlined in the following list:

- **Fairbanks** – 3 days in the field, consider combining with April/May meeting if Fairbanks location is approved. **\$270***
- **Juneau** – 3 days in the field, travel day of to minimize lodging and M&IE **\$674**
- **Kenai Peninsula** – 3 days in the field, travel day of to minimize lodging and M&IE **\$687**
- **Seward** – 2 days including travel to minimize travel expenses **\$396**

*Ground fees (\$385) and costs associated with attending the board meeting are listed above in board travel under #3 board meeting.

Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input checked="" type="checkbox"/> Airfare:	\$336.00	\$0.00	\$0.00	\$336.00
<input checked="" type="checkbox"/> Hotel:	\$564.00	\$0.00	\$0.00	\$564.00
<input checked="" type="checkbox"/> Ground:	\$373.00	\$0.00	\$0.00	\$373.00
<input type="checkbox"/> Conference:	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Other	\$390.00	\$0.00	\$0.00	\$390.00
Describe "Other" (break out all sections): M&IE				
Net Total:	\$1,663.00	\$0.00	\$0.00	\$1,663.00

Out-of-State Meetings and Additional In-State Travel					
Date	Location	# Board	# Staff		
Description of meeting and its role in supporting the mission of the Board:					
Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total	
<input type="checkbox"/> Airfare:	\$0.00	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/> Hotel:	\$0.00	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/> Ground:	\$0.00	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/> Conference:	\$0.00	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/> Other	\$0.00	\$0.00	\$0.00	\$0.00	
Describe "Other" (break out all sections):					
Net Total:	\$0.00	\$0.00	\$0.00	\$0.00	

DRAFT

STATE BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS, AND LAND SURVEYORS
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Budget Recommendations for FY 2018 (continued)

Non-Travel Budget Requests

- Not Applicable Resources Examinations
 Membership Training Other

Product or Service	Provider	Cost Per Event
National Organization Memberships	CLARB, NCARB, NCEES	\$15,985.00

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

Memberships:

- National Council of Architectural Registration Boards \$4,000
- Council of Landscape Architectural Registration Boards \$5,485
- National Council of Examiners for Engineering and Surveying \$6,500

Non-Travel Budget Requests

- Not Applicable Resources Examinations
 Membership Training Other

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

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

Each May, TEST, Inc. reviews and scores the Alaska Land Surveyor (AKLS) exam and hosts a workshop to develop the exam for the following year.

STATE BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS, AND LAND SURVEYORS
Fiscal Year 2017 Annual Report

Budget Recommendations for FY 2018 (continued)

Other Items with a Fiscal Impact		Cost Per Event:	\$192.00
<input type="checkbox"/> Not Applicable		Number of Events:	1
Product or Service	Provider	Total Cost	
Administrative Adjudicators Training	SOA - Office of Administrative Hearings	\$192.00	
Description of item and its role in supporting the mission of the Board:			
The Office of Administrative Hearings offers 1 to 2 hour administrative adjudicator trainings for boards and commissions.			

Other Items with a Fiscal Impact		Cost Per Event:	\$1,000.00
<input type="checkbox"/> Not Applicable		Number of Events:	1
Product or Service	Provider	Total Cost	
Outreach	AELS Board	\$1,000.00	
Description of item and its role in supporting the mission of the Board:			
At the April meeting, the board made a motion to add a line item "outreach" with an initial amount of \$1000 to be spent facilitating communication about board activities, rules, laws, etc. For example the board plans to print approximately 30 copies of the revised Guidance Manual once complete and distribute to city planning and fire marshal offices in Alaska. The manual will also be available online, however AELS wishes to provide at least one hard copy for each office.			

Other Items with a Fiscal Impact		Cost Per Event:	\$0.00
<input type="checkbox"/> Not Applicable		Number of Events:	0
Product or Service	Provider	Total Cost	
		\$0.00	
Description of item and its role in supporting the mission of the Board:			

STATE BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS, AND LAND SURVEYORS
Fiscal Year 2017 Annual Report

Budget Recommendations for FY 2018 (continued)

Other Items with a Fiscal Impact		Cost Per Event:	\$0.00
<input type="checkbox"/> Not Applicable		Number of Events:	0
Product or Service	Provider	Total Cost	
		\$0.00	
Description of item and its role in supporting the mission of the Board:			

Other Items with a Fiscal Impact		Cost Per Event:	\$0.00
<input type="checkbox"/> Not Applicable		Number of Events:	0
Product or Service	Provider	Total Cost	
		\$0.00	
Description of item and its role in supporting the mission of the Board:			

Summary of FY 2018 Fiscal Requests	
Board Meetings and Teleconferences:	\$18,944.00
Travel for Exams:	\$280.00
Out-of-State and Additional In-State Travel:	\$40,869.00
Dues, Memberships, Resources, Training:	\$25,985.00
Total Potential Third-Party Offsets:	\$36,774.00
Other:	\$1,192.00
Total Requested:	\$50,496.00

STATE BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS, AND LAND SURVEYORS
Fiscal Year 2017 Annual Report

Recommendations for Proposed Legislation for FY 2018

No Recommendations

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

Recommendations

The Board has the following recommendations for proposed legislation:

DRAFT

**STATE BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS, AND LAND SURVEYORS
Fiscal Year 2017 Annual Report**

Regulation Recommendations for FY 2018

No Recommendations

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

Recommendations

The Board has the following recommendations for proposed regulations:

DRAFT

STATE BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS, AND LAND SURVEYORS
Fiscal Year 2017 Annual Report

Goals and Objectives

Part I

FY 2017's goals and objectives, and how they were met:

The Board worked successfully with the Legislature and Alaska Professional Design Council during its Sunset Review. House Bill 48 passed which extends AELS until 2025 and will also make the temporary Landscape Architect seat on the board a permanent, voting seat.

The regulation project regarding the discontinuation of the AELS Fundamentals of Engineering and Fundamentals of Surveying exam applications went into effect May 25, 2017.

Special Note: With the recent regulation updates to 12 AAC 36.062, .063, .064 and .065 the board can anticipate a \$20,000.00 loss in revenue from the Fundamentals of Engineering and Fundamentals of Surveying application fees.

The Board solicited detailed information from the University of Alaska – Anchorage, University of Alaska – Fairbanks, and the University of Washington regarding current approved arctic engineering courses to ensure the content is still provide the training necessary to practice a design discipline in an arctic environment. The Board reviewed each university's submission and the courses remain approved.

STATE BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS, AND LAND SURVEYORS
Fiscal Year 2017 Annual Report

Goals and Objectives

Part II

FY 2018's goals and objectives, and proposed methods to achieve them.

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

The board is actively working on updating the Guidance Manual with the intent of publishing a revised copy by Fall 2017.

Board members continue to work on the following regulation projects:

- **Update education requirements for architects** – Previously the board's progress on updating the education requirements for architects was hindered by outdated national standards. In February, NCARB released new education guidelines restructuring the broadly experienced architect (BEA). To date, board members Catherine Fritz and Vern Jones have reviewed the new guidelines and are drafting suggested updates to alternative pathways that are consistent with the education, experience and examination requirements for initial applications.
- **Incorporate the use of the NCEES record in applications** – As with most projects, the availability of time to work on regulation projects is often scarce. However, the topic of streamlining processes for applicants who are licensed elsewhere and meet certain criteria was a major topic of discussion at the NCEES Western Zone meeting, which three board members and one staff member attended. Chair Brian Hanson offered to present information at the August 2017 meeting that incorporates what was discussed at the WZone meeting.
- **Implement a licensure pathway for software engineers** – Outgoing board member Eric Eriksen made a motion regarding a licensure pathway for software engineers at the February 2017 meeting. Having previous experience with IEEE's (Institute of Electrical and Electronics Engineers) computer engineering committee, new board member Elizabeth Johnston has agreed to take on the initial step of this project - creating a definition for software engineering with assistance from member Colin Maynard.

At the April quarterly meeting, the Board made a motion to add the line item "outreach" to the annual budget to demonstrate their commitment to facilitating communication about board activities, rules, laws, etc. In following, the board will be looking at opportunities for the board to conduct and/or participate in activities that educate the public and potential future professionals about these fields of practice, and develop educational materials.

STATE BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS, AND LAND SURVEYORS
Fiscal Year 2017 Annual Report

Sunset Audit Recommendations

Date of Last Legislative Audit: 2016
Board Sunset Date: June 30, 2017

Audit Recommendation: There were no new recommendations as part of the current sunset audit. Legislative Audit recommends the legislature extend the board's termination date to June 30, 2025 and consideration should be given to making the temporary, non-voting Landscape Architect seat a permanent voting member of the board.

Ongoing recommendations are addressed below.

Action Taken:

- AELS Board is working with DCBPL to review fees in preparation for the upcoming renewal period
- Regulations were passed prior to September 20, 2016 to ensure corporations, LLCs and LLPs are properly licensed.
- Vacancies, including those due to unexpected departures have been filled in a timely manner.

Next Steps: Continue to serve the public's interest by effectively registering and regulating architects, engineers, land surveyors, and landscape architects. Develop and adopt regulations to improve the architect, engineer, land surveyor and landscape architect occupations.

Date Completed: n/a



Travel Justification Worksheet (Board Meetings)

Use this worksheet to justify why all or part of the requested meeting needs to involve travel (i.e. in-person or videoconference meeting, versus a teleconference). **Submit this form to your Supervisor no less than six weeks before your requested meeting date.** Please approach this justification assuming all travel will be denied unless there is a strong and clear business reason for the travel. **If your justification is not strong and clear, the travel will be denied.**

Board:

Dates of Business:

Requester:

of Travelers: *Employees*

Board Members

Title of Meeting:

Start/Stop Times of Meeting:

Requesting In-Person Meeting

Requesting Videoconference (Anchorage/Juneau)

Requesting to travel to:

Is this the most cost-effective location? Yes No Unsure

How many meetings is this Board statutorily required to hold in-person each fiscal year?

How many times has the Board met in-person this year?

When was the Board's last in-person meeting? (and where?)

Plans for future in-person meetings this year? (Describe)

When was the last teleconference?

Has the Board yet attempted videoconferencing (Anchorage & Juneau)? If so, when?

What cost-saving measures have been taken in preparation for this meeting?

How many participants live within 50 miles of the requested meeting location?

What is the Board's financial position? (Current or most recent Quarterly Report, please attach) Attached

What requires this meeting to be held in person? **Be very specific.**

(*Examples:* statutorily required face-to-face interviews; active or proposed legislation during session)

If your reason is active or proposed legislation....

Please describe legislation

When's the meeting set and with whom?

Which Board/Staff will attend?

SUPERVISOR RECOMMENDATION: Supervisors, please provide a strong & concise explanation of why you are supporting or opposing this travel. If you select amend, please bounce back to the Examiner until you can oppose or support.

Support

Oppose

Amend

Supervisor Comments:

Travel Justification Worksheet (page 2)

Travel Request Details

Please attach all back up, including agenda.

Traveler(s):

Origin: Deviation?

Traveler(s):

Origin: Deviation?

Board/Program:

Destination:

Estimated Cost:

**** Use the "Estimated Travel Costs Various City Pairs April 2017"**

E:\OCLIC\OTHER\TRAVEL\MASTER TRAVEL FORMS\TRAVEL WAIVERS,
MEMOS, PROCESSES 2016

Financial Coding:

Fund:

AR:

Activity Code:

Unit:

CBPL

Other:

Sub Unit:

ADMI

BLCE

INVE

PROF

Other:

Deviation Details:

Traveler, Requested deviation
details, date/times, routing. etc.

Comments/Requests:

Notes/Reminders:



Travel Justification Worksheet (Conference Travel)

Use this worksheet to justify why your travel should be approved. **Submit this form to your Supervisor no less than six weeks before your requested meeting date.**

Board: _____ Traveler(s): _____
Requester: _____ # of Travelers: *Employees* *Board Members*

Title of Conference:
Date(s) & Time(s) of Conference:
Location of Conference:
Organization hosting Conference:

Funding for this travel? Check all that apply. 3rd party direct 3rd party reimbursed Board

What will be 3rd party direct-booked?
What will be 3rd party reimbursed?
What will the Board pay for?

What topics will be discussed in the Conference?

What is the Board's expectations for take-away from this Conference? (*i.e. what will attendance at this conference accomplish?*)

When did the Board last send a member to a Conference? What conference? Who was the member? What was the outcome?

Was this Conference in the Annual Report? (*If so, what was it ranked? If not, explain why not*)

SUPERVISOR RECOMMENDATION: Supervisors, please provide a strong & concise explanation of why you are supporting or opposing this travel. If you select amend, please bounce back to the Examiner until you can oppose or support.

Support Oppose Amend

Supervisor Comments:

Travel Justification Worksheet (page 2)

Travel Request Details

Please attach all back up, including agenda.

Traveler(s):

Origin: Deviation?

Traveler(s):

Origin: Deviation?

Board/Program:

Destination:

Estimated Cost:

**** Use the "Estimated Travel Costs Various City Pairs April 2017"**

E:\OCLIC\OTHER\TRAVEL\MASTER TRAVEL FORMS\TRAVEL WAIVERS,
MEMOS, PROCESSES 2016

Financial Coding:

Fund:

AR:

Activity Code:

Unit:

CBPL

Other:

Sub Unit:

ADMI

BLCE

INVE

PROF

Other:

Deviation Details:

Traveler, Requested deviation
details, date/times, routing. etc.

Comments/Requests:

Notes/Reminders:



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Commerce, Community,
and Economic Development

BOARD OF REGISTRATION FOR ARCHITECTS,
ENGINEERS AND LAND SURVEYORS

P.O. Box 110806
Juneau, AK 99811-0806
Main: 907.465.1676
Fax: 907.465.2974

Date

National Organization Name
Attention: Funded Delegate Reimbursement
Address Line 1
Address Line 2

[Board member/ staff), Board member/staff of the Alaska Board of Registration for Architects, Engineers and Land Surveyors, participated in the [Meeting Name] meeting in [location], [date] and was approved to attend as a funded delegate.

I understand that [National Organization Name] will reimburse [airfare, hotel (X nights) and ground transportation] expenses and waive the registration fee. Board members traveling on behalf of the AELS board are not allowed to accept payments directly from 3rd parties. Please remit to this Division a check for the following; actual expenses that will be reimbursed to [Board member/ staff] by the State of Alaska.

Please submit a copy of this letter with a check payable to "State of Alaska".

Expenses submitted to [National Organization] for 3rd party reimbursement:

Division of Corporations, Business and Professional Licensing
Attn: Fiscal/Travel section
PO Box 110806
Juneau, AK 99811-0806

- Airfare \$
- Hotel \$
- Taxis/ Shuttles \$
- M&IE \$

TOTAL = \$

Thank you for your assistance. If you have any questions, or need any additional information, please contact me.

Alysia D. Jones
Executive Administrator

XI. Evaluating Your Board...and Yourself

Feedback is the gift of awareness. Without awareness, boards have no real knowledge of their strengths and weaknesses, successes and failures, realities and perceptions, or positive and negative impacts.

How easily could your board fall into one of these situations without realizing it:

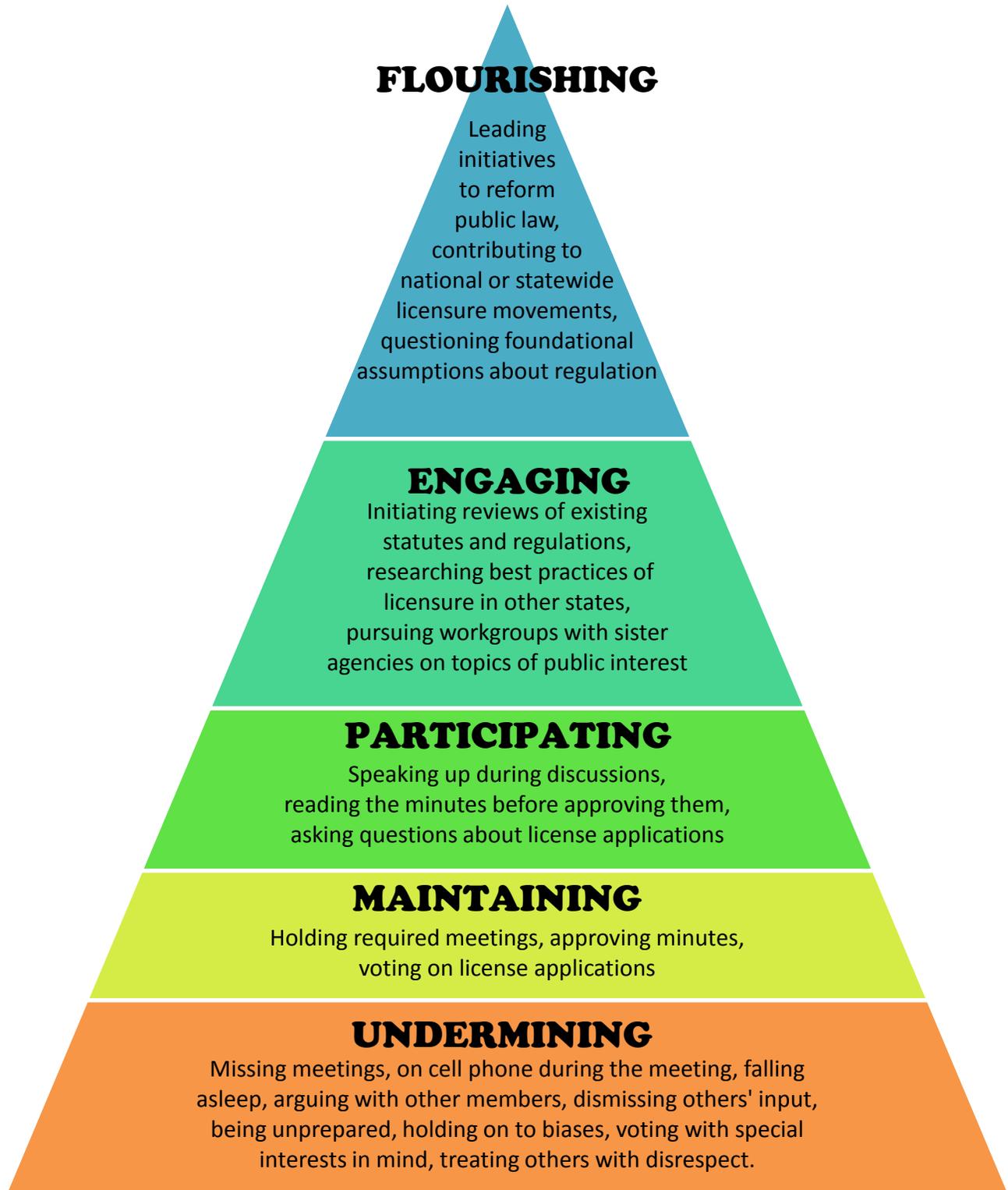
- The chair adjourns, praising the members for an extremely efficient meeting. The next week, the chair discovers that a hasty deliberation and quick vote just to get to lunch on time resulted in the board's passage of a decision that violates state law. All activity on the issue has to stop until the attorney can meet with the board the following month, secure their withdrawal of the vote, and ensure that any replacement is legal.
- Members who are licensees of the profession they govern are deliberating on scope of practice issue by using jargon and terminology specific to specialized practice. Instead of explaining and providing supplementary material to the public member, they railroad him into voting for something he hasn't had the opportunity to learn about.
- A board member takes great pride in her success as a professional—however, she shuts people down midsentence, solicits feedback from friends in the public gallery during the business session, and pressures the chair to change the agenda midday because she wants to get to a certain topic she cares about. Her personality is so offensive that several members are considering resigning from the board.
- During a long, drawn-out discussion, two board members turn on their cell phones and disengage from the discussion. Once the chair requests their input, they jump in with active support for the same controversial viewpoint. A member of the public notices this and files a complaint with the Ombudsman that they were texting about the vote, thus violating the Open Meeting Act. The controversial vote wins, the board is sued, and the members' cell phones are subpoenaed and confiscated.

Tough situations can and will arise during service on a regulatory board or commission. These types of surprises, however, can be avoided if members invest in regular, active evaluation of board practices and of their own contributions (or lack thereof) to the process.

Simply filling out the evaluation form and calling it a day is not enough. Analysis of the responses and communication with members about their needs and contributions deepens the experience of individual members, sowing the ground for a more fertile harvest of ideas, insights, and outcomes.

Following are two evaluation forms that boards and commissions are encouraged to use after each meeting or at least quarterly to ensure awareness becomes the cultural norm.

Chambers' Hierarchy of Effective Regulators



MEETING EVALUATION

Board/Commission: _____ Date: _____ Member Name _____

Goal	Agree	Needs Improvement	Suggestions for Improvement
1. The agenda was clear, supported by the necessary documents, and circulated prior to the meeting.			
2. All board members were prepared to discuss materials sent in advance.			
3. Documents were clear and contained needed information.			
4. A variety of opinions was expressed and issues were managed in a respectful manner.			
5. The chair guided the meeting effectively and members participated respectfully and responsibly.			
6. Next steps were identified and responsibility assigned.			
7. All board members were present.			
8. The meeting began and ended on time.			
9. Meeting accommodations were satisfactory.			
10. Presentations/interaction with public and guests was appropriate, productive, and efficient.			
11. The board had enough information to make good decisions on issues.			
12. The objectives of the meeting were met or appropriately tabled until a subsequent scheduled meeting.			

Other Comments (What went well, what needs to be done better next time):

Board/Commission Member Self-Evaluation

Indicate the degree to which you think you meet each of the following expectations. Follow by completing the Personal Action Plan, then sign and date.

E: Excellent S: Satisfactory NI: Need Improvement I: Inadequate UR: Unable to Rate (indicate why)					
	E	S	NI	U	UR: Why?
KNOWLEDGE					
I know and understand the board’s mandate, mission, and vision.					
I know and understand the statutory requirements related to the board.					
I know and understand the regulatory framework of the board.					
I am conversant and knowledgeable of the issues before the board and facing its stakeholders.					
I understand the distinction between the board’s governance and division’s management roles.					
I understand and utilize the board’s processes for decisionmaking.					
I understand and adhere to the board’s processes for communication with each other, with the division, and with stakeholders.					
PREPARATION AND PARTICIPATION					
I review all board meeting material sent before the meeting, and I am able to demonstrate a reasonably comprehensive knowledge of the material during the meeting.					
I attend and fully participate in all meetings.					
I contribute fully to board discussions and debates, and participate in its decisions by voting unless formally recused by the chair.					
I facilitate consensus building and commitment towards the board’s mission and its implementation.					
CONDUCT					
I abide by the board/state codes of ethical conduct and support my fellow board members in meeting this standard.					
I treat all members of the board, staff, and guests with respect.					
I raise issues in a respectful manner that encourages open discussion.					

I understand and respect the power, authority, and influence associated with my role as a board member and do not misuse this trust for personal gain.					
I avoid situations that may pose or be perceived as having a possible conflict of interest.					
I disclose all potential conflicts of interest, whether financial or relating to ex parte communication, in writing to the chair and on the record at the beginning of a public meeting.					
DECISIONMAKING					
I always act objectively and in the best interests of the public.					
I am fair, impartial, and unbiased in my decision making.					
I am flexible in my thinking; I listen to the perspective of my fellow members prior to determining my final vote on any matter.					
I consider the perspectives, input, and suggestions received on proposed regulations during the formal written or oral public comment period before voting.					
I base my decisions on all the facts at hand and strive to be consistent when facts are similar. When inconsistent with past decisions, I state my reasons on the record.					
I redirect matters to board staff as appropriate.					
ACCOUNTABILITY					
I ensure that I understand the fiscal structure of the licensing program and its current financial position.					
I publicly support the decisions of the board and provide rationale when asked.					
I maintain confidentiality with all information coming into my possession.					
My fellow board members would agree with my responses on this self-assessment.					
EVALUATION					
I participate in the ongoing monitoring and evaluation of the board's goals and priorities and my performance in furthering them.					
ADDING VALUE					
I anticipate future needs and issues facing the organization and proactively contribute this to the environmental scan.					

I demonstrate my independent judgment through my willingness to respectfully voice my concerns, take an independent stand, or espouse an unpopular or controversial idea when in the public's best interest.					

Personal Action Plan

What did I learn from this self-evaluation?

Did I improve in my previously identified areas for development? How do I know this?

What areas would I identify for self-improvement at this time?

What actions will I take to continually improve in this area(s)?

Are there any possible barriers to implementing my strategies?

Are resources required to meet my improvement of these goals? What are they?

I will hold myself accountable by:

Additional thoughts and comments:

Please submit this self-evaluation to board staff at the end of the meeting. Your board chair or staff will review each confidentially in order to deliver additional support, training, or resources. The evaluation will be returned to you so you can monitor your own accountability to the plan you've created. Sign below to indicate your dedication to continued excellence and improvement as a valued member of this board or commission.

Name

Signature

Board or Commission

Date

NATIONAL CORRESPONDENCE CLARB

CLARB IN THE KNOW Series - *Expanding Our Outreach: Encouraging Earlier Entry into the Exam*
Meeting Summary
June 28, 2017

Veronica Meadows of CLARB explained the organization is interested in closing the knowledge gap, specifically making students aware of CLARB and licensure process and encourage earlier testing. CLARB has found that students do better if they take the exam closer to their education experience.

- Survey exam candidates – close gap in the amount of time that they are going to test.
- Change approach – relevancy of message and appropriate distribution
- Build new understanding – research to better understand factors of student success on the LARE. What factors constitute success?
- Increase capacity and relevance – experience exam process and knows the audience.

Katie Brown (main speaker) learned about the LARE in one of her courses at the University of Guelph. Interested in taking the exam soon after graduation, Brown compiled a study guide as part of an independent study project to prepare for the LARE. The final product was a 40 page handbook with digital study flash tools. Brown wanted to share the experience with others interested in taking the LARE earlier and was introduced to CLARB.

Brown began working with CLARB, conducting academic research and media campaigns. CLARB had an instagram page targeted towards students and there was a bi-annual email campaign to department heads directed to graduating students. In FY 18 CLARB expanded their reach by adding quarterly webcast series intended to reach their student audience in a live format.

In 2009 they studied 10 key factors to students' success in taking the LARE and found students were more successful the closer to graduation that they take Sections 1 & 2. CLARB then asked the question, how will they do if they are still students?

Working with the Ontario Association of Landscape Architects and the Landscape Architect program at the University of Guelph, Ms. Brown and faculty began offering an introduction of what to expect in the exam and licensure process. The group meets on a weekly basis and they update Ms. Brown on their progress. Ms. Brown then analyzes the overall outcome of students going through the course.

The first of four planned rounds of testing out materials and delivery was conducted in January 2017. The project is now in the second round of data collection.

Structure of the course: 4 week course with each week being a new module on the process of preparing for the LARE - again NOT on material.

1. Who CLARB is, benefits of licensure
2. Registration – how to do it, creating a council record
3. Materials – what is available to practice

4. Timelines for studying, objectives and goals – what each student wants to try, read, road map for preparation of exam

Following the 4 weeks, there is ongoing mentoring until the student takes the exam. The mentoring portion includes weekly check-ins where students provide a 1 page report of what they have done that week. Questions and concerns are addressed. An administrative discussion involving Ms. Brown and faculty is held following each weekly check in to look at what can be improved.

Ms. Brown noted the biggest things learned so far is that the project has provided a very different perspective from that of a professional and insight into the effects of course load/ dedication and being able to provide students with enough support.

Ms. Brown also stated that taking the LARE while they are in school can be part of their pathway to licensure. She further explained that they are still early in research process and noted that the course is not through the university, nor is it intended to be an LARE prep course. The content covered in the course only covers navigating the process.

In discussing why some students decide not to pursue licensure, Ms. Brown explained course load, balancing school demands while studying and the cost of the exam.

Currently, students may only take first two sections and still need to complete other items for licensure requirements. This just allows students to take the exam earlier and be guided through the process in an effort to help close the gap where students struggle with what to do next and wait 3 to 5 years to take the exam.

CLARB

Help CLARB Prepare to Submit Comments to FTC Task Force

*Required Question(s)

* 1. Does your jurisdiction have legislation in place that improves the portability of licenses for military spouses?

- Yes
 No

2. What measures does your legislation take to increase portability for military spouses? Select all that apply.

- Endorsement
 Temporary licensure
 Expedited licensure
 Other (please explain in the text box below)

Comment:

500 characters left.

3. How would you describe the impact of these measures on enhanced portability for military spouses?

1000 characters left.

4. Approximately how many individuals utilized these programs in the past year?

350 characters left.

*5. Please enter your name and jurisdiction:

First Name:

Last Name:

Jurisdiction:



FEDERAL TRADE COMMISSION
 PROTECTING AMERICA'S CONSUMERS

FTC Announces First Economic Liberty Public Roundtable

Focus on license portability and job mobility



Share This Page

FOR RELEASE

June 20, 2017

TAGS: [licensing](#) | [Bureau of Competition](#) | [Competition](#)

The Federal Trade Commission announced today that its [Economic Liberty Task Force](#) will host a roundtable in [Washington, DC on July 27, 2017](#) to highlight approaches that make it easier for workers in state-licensed occupations to offer their services across state lines or move between states.

Most occupational licenses are not portable, meaning that workers who move to a new state often face financial or administrative burdens of applying for a new license. Restrictions on the portability of occupational licenses are especially hard on military families, who move often.

The July 27 roundtable, which will take place from 2 p. m. to 4 p.m., will be the first public event held by the FTC's new [Economic Liberty Task Force](#). Acting Chairman Maureen K. Ohlhausen established the Task Force earlier this year as her first major policy initiative for the agency. The Task Force is considering how occupational licensing reform could reduce barriers to entry, enhance competition, and promote economic opportunity for all Americans.

Nearly 30 percent of U. S. jobs require a license today, up from less than five percent in the 1950s. Occupational licensing can sometimes be necessary to protect public health and safety, which benefits consumers and serves important state policy interests.

But even in those situations, state-specific licensing requirements can impose barriers to entry on qualified workers who have moved from another state, or want to work across state lines. Often, there may be no legitimate justification for each state to impose different requirements. These barriers restrict the labor supply

Learn how

Economic
LIBERTY
 Opens Doors



and reduce competition. Thus, unnecessary or overbroad restrictions on license portability impose costs that harm workers, employers, consumers, and our economy as a whole.

The roundtable, Streamlining Licensing Across State Lines, will bring together legal experts, representatives of professional organizations, and other officials who have worked on the issue at the state level.

The roundtable will consider several existing measures for enhancing occupational license portability, such as interstate compacts and agreements, and state legislative initiatives to help military spouses.

Topics of discussion at the event will include:

- Barriers to entry raised by cross-state occupational licensing requirements;
- License portability strategies;
- The status and effectiveness of interstate licensure compacts, agreements, and model laws to ease licensing requirements across state lines for specific professions;
- State-based initiatives to improve the portability of licenses held by military service members and their spouses, and the extent to which these experiences may help civilian license portability efforts; and
- The potential impact of portability measures on licensee mobility, market entry, provider supply, and competition among service providers.

The FTC invites comments from the public on the topics covered by this roundtable. For further information on the roundtable and the public comment process, including a list of suggested questions open for comment, please view the roundtable website.

The roundtable is free and open to the public. It will be held at the Constitution Center, 400 7th St., SW, Washington, DC 20024. An agenda will be published at a later date. Information about reasonable accommodations is available on the roundtable website.

In line with its overall focus on helping service members and veterans, the FTC is holding a separate workshop in San Antonio, Texas on July 19 on [financial issues and scams that can affect military consumers](#).

The Federal Trade Commission works to promote competition, and [protect and educate consumers](#). You can [learn more about consumer topics](#) and file a [consumer complaint online](#) or by calling 1-877-FTC-HELP (382-4357). Like the FTC on [Facebook](#), follow us on [Twitter](#), read our [blogs](#) and [subscribe to press releases](#) for the latest FTC news and resources.

Contact Information

MEDIA CONTACT:

Office of Public Affairs
202-326-2180

STAFF CONTACT:

Karen A. Goldman
Office of Policy Planning
202-326-2574

NATIONAL CORRESPONDENCE

NCARB

From: NCARB Council Relations
To: [NCARB Council Relations](#)
Subject: Release of Final ARE 5.0 Score Reports - Project Management and Construction & Evaluation
Date: Tuesday, May 02, 2017 6:22:58 AM

Dear Member Board Executives -

The time has come to release the score reports for the two remaining divisions of ARE 5.0. We are pleased to confirm that the Project Management and Construction & Evaluation score reports will be released this Thursday, May 4, 2017. This marks the end of holding score reports for the purpose of establishing a fair and valid cut score for each division. Thank you for all of your patience as we have worked through this important process in launching a new exam.

After these initial results are released, all score reports will be released on an ongoing basis (typically 1-2 days after the candidate tests). Just as before, as a Member Board, your processes do not need to change as the ARE 5.0 scores will post just as the ARE 4.0 scores do inside of My Examination. And, if your jurisdiction has a score report delay in place for 4.0 results, the same delay will continue to be in place for these 5.0 results.

Things continue to be working well with ARE 5.0 and we look forward to sharing more information about the early delivery of ARE 5.0 at our Annual Business Meeting in June. If you have any questions or concerns, don't hesitate to reach out to Joan Paros at jparos@ncarb.org or Mike Yates at myates@ncarb.org in the Examination directorate.

Thank you,
Josh Batkin

Joshua C. Batkin
Director, Council Relations



National Council of Architectural Registration Boards

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Press Release

June 2, 2017
FOR RELEASE: IMMEDIATELY

MEDIA CONTACT:
Samantha Miller
202-469-4866
smiller@ncarb.org

NCARB Launches Second Alternative Path to Architect Certification

Architects without a professional degree in architecture can now earn NCARB certification through an alternate path.

Washington, DC—The National Council of Architectural Registration Boards (NCARB) has launched the second phase of its revised certification path for architects without a degree from an accredited program. This newest path comes as part of a multi-year effort to streamline NCARB programs and initiatives to be more inclusive of individuals outside of the traditional path to licensure, while maintaining the rigor necessary to protect the public's health, safety, and welfare.

Through the new [NCARB Certificate Portfolio](#), architects licensed in a U.S. jurisdiction who hold any education other than an architecture-related degree—including those who do not have a college degree—can satisfy the Certificate's education requirement by completing an online portfolio documenting learning through experience. The first phase, which launched in February 2017, enables architects with a four-year, architecture-related degree to satisfy the same requirement by [documenting two times](#) the Architectural Experience Program's™ (AXP™) hours.

“Professional mobility is a goal of many practicing architects,” said NCARB President Kristine A. Harding, NCARB, AIA. “This revised path makes that goal achievable for a broader range of licensed individuals, while maintaining the quality standards expected by our boards and the public.” Together, these alternative paths form the successor to the Broadly Experienced Architect (BEA) Program, which was retired in 2016.

The [NCARB Certificate](#) is a valuable credential for architects that facilitates reciprocal licensure across the 54 U.S. jurisdictions and several countries, among other benefits. To qualify for certification, applicants must meet the *NCARB Education Standard*, traditionally done by earning a professional degree in architecture from a program accredited by the National Architectural Accrediting Board (NAAB).

Both the NCARB Certificate Portfolio and two times AXP option are offered at no additional charge to active NCARB Record holders and eliminates the BEA's \$5,000 review fee. It also facilitates a shorter, more objective review process than the previous program, allowing applicants to link exhibits in the portfolio to specific areas outlined in the *NCARB Education Standard*. Applicants will also need to meet NCARB's experience and examination requirements to earn an NCARB Certificate.

U.S. architects interested in pursuing certification through the portfolio must have at least three years of continuous licensure in any U.S. jurisdiction without disciplinary action, and fall into one of two categories:

- **Architects with post-secondary education who have obtained 64 or more semester credit hours.** These applicants are required to obtain an [EESA evaluation](#) and submit a portfolio to address any deficiencies.
- **Architects with less than 64 semester credit hours of post-secondary education.** These applicants are not required to obtain an EESA and must address all education requirements through a portfolio.

To learn more about the benefits of NCARB certification, visit www.ncarb.org.

Press Release

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About NCARB

The National Council of Architectural Registration Boards' membership is made up of the architectural registration boards of all 50 states as well as those of the District of Columbia, Puerto Rico, Guam, and the U.S. Virgin Islands. NCARB assists its member registration boards in carrying out their duties and provides a certification program for individual architects.

NCARB protects the public health, safety, and welfare by leading the regulation of the practice of architecture through the development and application of standards for licensure and credentialing of architects. In order to achieve these goals, the Council develops and recommends standards to be required of an applicant for architectural registration; develops and recommends standards regulating the practice of architecture; provides to Member Boards a process for certifying the qualifications of an architect for registration; and represents the interests of Member Boards before public and private agencies. NCARB has established reciprocal registration for architects in the United States and Canada.

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YouTube: www.youtube.com/NCARBorg

From: Batkin, Joshua [REDACTED]
Sent: Friday, May 26, 2017 8:55 AM
Subject: Message to MBEs on AIA intern titles

Dear MBE Colleagues -

[Bottom Line Up Front](#)

This is a request that you please review the attached map and provide us with any updates by the end of next week.

[Background](#)

As you know, the American Institute of Architects (AIA) recently [issued a statement](#) in support of two new titles to replace the term “intern” when referring to a candidate pursuing architectural licensure: “Architectural Associate” or “Design Professional.” Many jurisdictions safeguard one or both of those titles in law or in regulation so that the public can rest assured that anyone authorized to hold themselves out as an “architect” has the necessary credentials to design buildings that protect the public health, safety and welfare.

In an effort to ensure licensure candidates do not simply adopt these titles and potentially subject themselves to prosecution or disciplinary action, NCARB would like to provide information to candidates and supervisors clarifying which jurisdictions have laws or regulations that conflict with AIA’s policy statement. The attached map will be an important part of that communication and should help the community understand the facts on the ground while lessening the burden on you to have to answer lots of questions about the requirements in your states/territories.

Most of you have already responded to this request, we just wanted to take one last shot at making this map as up-to-date and accurate as possible for maximum clarity and transparency.

If the map is accurate, we’re all set but if you have any updates, please provide them back by the end of next week and feel free to let us know if you have any questions.

Thank you and have a good Memorial Day weekend,
Josh

Joshua C. Batkin
Director, Council Relations



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From: Batkin, Joshua [REDACTED]
Sent: Monday, June 19, 2017 11:31 AM
To: [REDACTED]
Subject: RE: Message to MBEs on AIA intern titles

Thanks again for all of your responses on this issue.

We wanted to let you know that we are publishing a [blog](#) today that provides a summary of the information you provided. The June edition of Destination Architect going around today will include a link to this content.

Hopefully this will help provide important information and alleviate some of the questions you have been getting.

Thank you and looking forward to seeing most of you in Boston this week.

Josh

BLOG

Update on the Intern Title Discussion

5/17/17 by [NCARB STAFF](#)

📌 Licensure

Editor's note: This page was updated on July 19, 2017.

The American Institute of Architects (AIA) recently [issued a position statement](#) redefining the title “intern.” The statement also recommends two new titles for unlicensed employees working in an architecture firm: “architectural associate” or “design professional.”

After reviewing the AIA’s position with our state licensing boards, we have compiled the maps below, which we encourage you to reference before adopting any of these titles.

6 Comments [NCARB Blog](#) ultimately relies on what is allowed by your state [Login](#) board. Why? [Recommend](#) [Share](#) [Sort by Best](#)

[College of State Licensing Boards](#)

In their mission to protect the public's health, safety, and welfare, each U.S. state and territory (also known as a jurisdiction) regulates the practice of architecture within its border. That regulation often limits the use of the term "architect" and its derivatives to individuals who have successfully completed the licensure process. This ensures that anyone who calls themselves an "architect" has the training and skills required to design buildings that protect the public health, safety, and welfare.

Many jurisdictions have ruled that using any form of the word, including "architecture" or "architectural," sets an individual apart as a licensed practitioner. Similarly, many jurisdictions have ruled that use of the word "professional" with an occupational title—for example, design professional—implies licensure. Using these terms without holding a license

Andrew Blysak • a month ago
Your state could lead to consumer confusion at best, and dangerous safety issues at worst. Just outstanding leadership by our professional organization. Where else can you get a positive statement that validates the laws of 45 states. Way to go AIA. Keep showing how in touch you are with your membership.

5 ^ | v • Reply • Share

David Bartley has its own rules regarding titles. Depending on where you live work, using the titles "architectural associate" or "design professional" Architects and Network Architects and Sandwich Architects (Subway) who don't have a license. That's what this means, right? If you are considering using either of these titles, you should check with your [architectural licensing board](#) or [contact us](#) to learn more about titles in your area.

Rifo Franco Balatbat → **David Bartley** • a month ago
Just Frank Lloyd Wright and Philip Johnson... I think their names and their work are synonymous to architecture.

Replacing "Intern" Terminology

Jim Blake • a month ago

Because of varying terminology and each jurisdiction’s independent rule-making process, it is unlikely that there will be a single replacement for the term intern. The distinction between those who have graduated and are not pursuing licensure versus candidates in and out of school who are pursuing licensure adds a further layer of complexity to the issue. But that doesn’t mean you and your firm can’t continue looking for alternatives that fit your role and experience—for instance, “project manager” or “designer,” if those titles are applicable to the work you do and are acceptable to your firm and jurisdiction.

Remember: If in doubt, always check with your state board for the latest rules and regulations.

[View the discussion thread.](#)

Volunteer Leadership Week

NCARB volunteers gathered in Washington, DC, to discuss and strategize FY18 charges. [READ MORE](#) ▶

May Highlights

2017 Annual Business Meeting

The upcoming Annual Business Meeting in Boston will feature workshops and conversations on key topics for Member Boards. [READ MORE](#) ▶

ARE 5.0 Cut Scores

The cut scores were set for the final two ARE 5.0 divisions. [READ MORE](#) ▶

NCARB in the Press



- [AIA Convention 2017: Message Over Substance?](#)
- [How Does NCARB Serve the Small Firm Architect?](#)
- [Behind the Scenes of the ARE with Jared Zurn](#)

Recent News



- [In Memoriam: E.G. Hamilton](#)
- [NCARB Launches Second Alternative Path to Certification](#)

Top Blog Posts



- [How to Read an ARE 5.0 Score Report](#)
- [The 2017 AIA Conference on Architecture: What Inspires You?](#)
- [Get to Know Your Building Codes](#)
- [How to Become an Architect](#)

“Our key volunteers are eager and upbeat, stimulated by the charges and challenges ahead, and protective of a culture that values engagement and transparency.”

—Message from the CEO, Page 2



Message from the CEO

Dear Colleagues,

Preparation, anticipation, envisioning, expecting. These mindsets occupied NCARB leadership for much of May, culminating in our Volunteer Leadership Week held May 23-27 at the NCARB office in Washington, DC. For the first two days, our focus was onboarding four new NCARB Board of Directors members set to take office immediately after the Annual Business Meeting next month. This large number is a significant percent of the complete Board of 14, requiring a full complement of resources and briefings to assure a seamless transition in the coming weeks. On the 25th we hosted our second annual Committee Leadership Workshop for chairs and staff liaisons. The morning sessions covered “rules of the road” and strategic guidance from First Vice President/President-elect Gregory L. Erny, FAIA, NCARB. Afternoon breakout sessions allowed for initial collaboration and further discussion between FY18 committee chairs, staff liaisons, and NCARB leadership. The week ended with our second annual Leadership Mini-Retreat with President-elect Erny and the next two senior incoming officer candidates, who are running unopposed: prospective FY18 First Vice President/President-elect David L. Hoffman, FAIA, NCARB, and prospective FY18 Second Vice President Terry L. Allers, AIA, NCARB.

What did we learn? Our key volunteers are eager and upbeat, stimulated by the charges and challenges ahead, and protective of a culture that values engagement and transparency. They are personally interested in exploring best options, acquiring data and other research information, and keeping the lines of communication open outwardly and upward through the Board and to the president. We celebrated the health of an organization that values staff as subject matter experts, researchers, and partners in evolving our toolkit.

We anticipate that the conversations that occurred during Leadership Week will be magnified next month at our Annual Business Meeting in Boston.

continued page 3



CEO Outreach



May

South Carolina Board of Architectural Examiners

Columbia, SC | May 3

Model Law Task Force

Denver, CO | May 4-6

Illinois Architecture Licensing Board

Chicago, IL | May 19

The agenda captures the issues of the moment and focuses on turning these topics into conversation and action. Our opening keynote utilizes the nearby presence of Harvard's John F. Kennedy School of Government to explore how Member Boards can elevate the awareness of elected officials regarding the essential nature of our regulatory mission. Our workshops share best practices for investigatory methods, create a forum for shaping NCARB's future strategies, provide a deeper dive into responsible regulation with the opening keynote speakers, stimulate a discussion regarding the role of the NCARB Certificate, and equip us with critical information regarding academic accreditation.

Our momentum is fueled by moments like these, where we listen, learn, and grow. For example, early May marked two important programmatic milestones: 1) The release of the remaining cut scores for the Architect Registration Examination® (ARE®) 5.0, and 2) The launch of the NCARB Certificate Portfolio, the second of two alternative paths to certification for licensed architects without a degree from a NAAB-accredited program. In this case, applicants without an architecture-related bachelor's degree can complete a portfolio that links work experience to the education requirements of the *NCARB Education Standard*. The ARE outcomes are the result of several years of volunteer committee deliberation initiated by the NCARB Board of Directors. The certification alternatives arose from workgroups of volunteers and a two-year journey to achieve a solid vote of support from Member Boards.

You will hear more on the value of our volunteers at the Annual Business Meeting in remarks from outgoing President Kristine A. Harding, NCARB, AIA, as well as incoming President Erny. And you will see firsthand the contributions of the next generation of architects through presentations from our 2016 Think Tank and Freedom by Design partners at the American Institute of Architecture Students (AIAS).

Thank you for enriching our work and maintaining our focus. Best wishes and see many of you in Boston!

Mike

More CEO Outreach



Upcoming Events

2017 State Government Network (SGN) Annual Meeting

St. Louis, MO | June 14

NCARB Annual Business Meeting

Boston, MA | June 21-24

Collateral Engagement



American Institute of Architects (AIA)

- Visit with AIA South Carolina executive
- Visit with AIA Illinois executive and volunteer leaders
- Planning engagement with Sarah Dodge, new AIA Senior Vice President, Advocacy & Relationships, regarding upcoming CEO presentation to the AIA State Government Network and ongoing opportunities for collaboration

National Architectural Accrediting Board (NAAB)

- NAAB Executive Director Andrea Rutledge has informed NCARB of her plans to leave her position effective the end of June. Her unwavering support of academic accreditation as a cornerstone of the preferred path to licensure provided a valuable resource to NCARB and its Member Boards. Her expertise in training visiting teams and overseeing multiple Accreditation Review Conferences benefitted the academy, students, the profession, and the public. [Read the NAAB announcement.](#)

Strategic Plan

- All of our metrics point to another record-setting year in program participation, signaling a very healthy pipeline of future architects. This information, along with data showing upticks in certification attributable to streamlined programs, will be distributed at the Annual Business Meeting in the 2017 edition of *NCARB by the Numbers* (NBTN). A digital version will be available on the NCARB website, as well as an interactive online portal. NBTN is a manifestation of progress regarding the strategic goals of **facilitating licensure** and **centralization of credential data**. The third goal of **fostering collaboration** was pursued largely through the enhancement of NCARB's relationship with key volunteers during Volunteer Leadership Week, as well as through several outreach visits to state boards, AIA components, and college campuses.

Organizational Development and Office Life

- Customer Relations is the latest directorate to engage in training regarding the Agile project management methodology. This training will complement the coming fiscal year initiative of conducting a business process re-engineering (BPR) analysis of the directorate's processes and protocols. These combined efforts will leverage the skills of a team that has acquired a focused manager cadre and certification credentials regarding best practices in customer service.
- Assistant directors from all directorates are finishing a course on leadership development. Samples of the training were presented at a joint director/assistant director mini-retreat.
- Chief Information & Innovation Officer Guillermo Ortiz de Zárate was awarded his Master's in Business Administration by Johns Hopkins University; Examination Assistant Director Ryan Misner was awarded his Master's in Urban and Regional Planning from the University of Florida.

Office of the CEO

- The Model Law Task Force, chaired by immediate Past President Dennis S. Ward, FAIA, NCARB, convened in early May to focus on the most appropriate structure and organization for a revised *Model Law* to support our Member Boards.



@ericcoreyfreed

HEAR my interview with Jared Zurn, Director of Examination for @NCARB in the @ArchitectPrep podcast <http://buff.ly/2nnqMSU>

Administration

- Completing logistical planning for the June Annual Business Meeting (ABM) in Boston.
- Finalizing the FY18 budget for review and approval by the Board of Directors at the Board meeting following the ABM in June.
- Recruiting to fill four vacancies: a visual designer in Marketing & Communications, an assistant director in Council Relations, and a software engineer and a system administrator in Information Systems. Details can be found at www.ncarb.org/about/careers.

Council Relations

- Attended the South Carolina Board of Architectural Examiners meeting and AIA component visit in Columbia, SC, and Illinois Architecture Licensing Board meeting and AIA component visit in Chicago.
- Supported the Model Law Task Force meeting in Denver, CO.
- Discussed the alternatives for certification with Member Board Members and Executives from multiple states to ensure they were updated on the status of implementation.
- Provided MBE support regarding concerns about proposed interior design practice acts that overlap with architectural authorities.
- Supported President-elect Erny in the finalization of committee volunteer appointments and preparation for the Committee Leadership Workshop.

Customer Relations

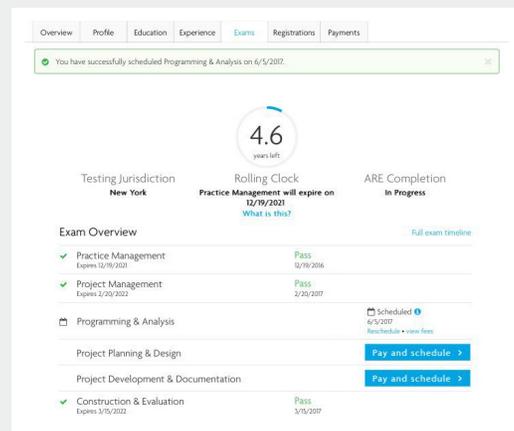
- Preparing for the ABM. Stop by the Community Center to pick up a packet of the new transmittal samples, ask questions about NCARB programs, and inquire about your board's dedicated point of contact.
- Began training in the Agile project management method to design a better workflow and team framework for increased efficiency and service.



Jon A. Baker, FAIA, LEED AP; President Kristine A. Harding, NCARB, AIA; Past President Dale McKinney, FAIA, NCARB; and NCARB staff at the Committee Leadership Workshop.

Examination

- Released score reports for ARE 5.0's Project Management and Construction & Evaluation divisions. The release of these score reports marks the completion of the ARE 5.0 cut score process.
- Released improvements to the ARE 5.0 test driver, improving the usability of the on-screen calculator and providing even higher quality graphics for case studies.
- The Examination Committee completed a review of ARE 5.0's first half-year of statistical performance and began efforts related to the retirement of ARE 4.0 that will take place June 30, 2018.



@ThomLopesArch

Onward and upward with #ARE5! Next up #ProgrammingandAnalysis! @NCARB #architecture

Experience + Education

- Released two new mini-monographs:
 - [Architectural Acoustics Illustrated, Part VI: Noise Control—Background Noise & Door and Window Sound Isolation](#) (2 HSW CEH)
 - [Why Buildings Fail, Part V](#) (1 HSW CEH)
- Received proposals from four academic institutions interested in offering the Integrated Path to Architectural Licensure (IPAL) option.

May/June Outreach



AIA Components

- AIA Minnesota | May 11
- AIANY Emerging New York Architects | May 22
- AIA Westchester Hudson Valley | May 23

Conferences

- Society for Design Administration | May 11-13
- Nevada State Board of Architecture, Interior Design & Residential Design and AIA Nevada Continuing Education Seminar | May 25
- Coalition of Community College Architecture Programs | June 9-10

Firms

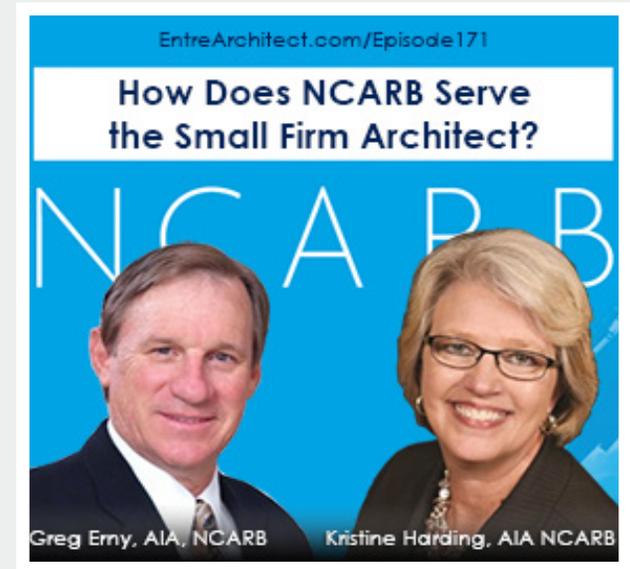
- Nelson | May 23

Information Systems

- Released the new NCARB Certificate Portfolio system that allows eligible architects to seek certification by completing an online portfolio.
- Preparing to launch a new community website to support licensing advisors.
- Improved back office system features for the education alternative and foreign architect path to certification.

Marketing & Communications

- Developed blog posts and social media promotion for the International Code Council's Building Safety Month (NCARB is a sponsor).
- Designing graphic and print media for the Annual Business Meeting.
- Finalized the 2017 issue of *NCARB by the Numbers* for launch at ABM.
- Launched social media campaign promoting the AXP Portfolio option to experienced designers.
- Issued press release announcing the second phase of the education alternative, the NCARB Certificate Portfolio path.
- Look for the Pre-Annual Business Meeting Briefing in your email and on the Registration Board section of My NCARB.
- Released announcement of the FY18 Think Tank, encouraging licensure candidates and recently licensed architects to volunteer for our key customer focus group.



@EntreArchitect

How does #NCARB serve the small firm #architect?

<http://ht.ly/MjLl30c2XKl>



@BDCNetwork

Number of U.S. architects holds steady, while professional mobility increases @NCARB

<http://buff.ly/2gFDLRz>

Press Release

June 12, 2017
FOR RELEASE: IMMEDIATELY

MEDIA CONTACT:
Samantha Miller
202-469-4866
smiller@ncarb.org

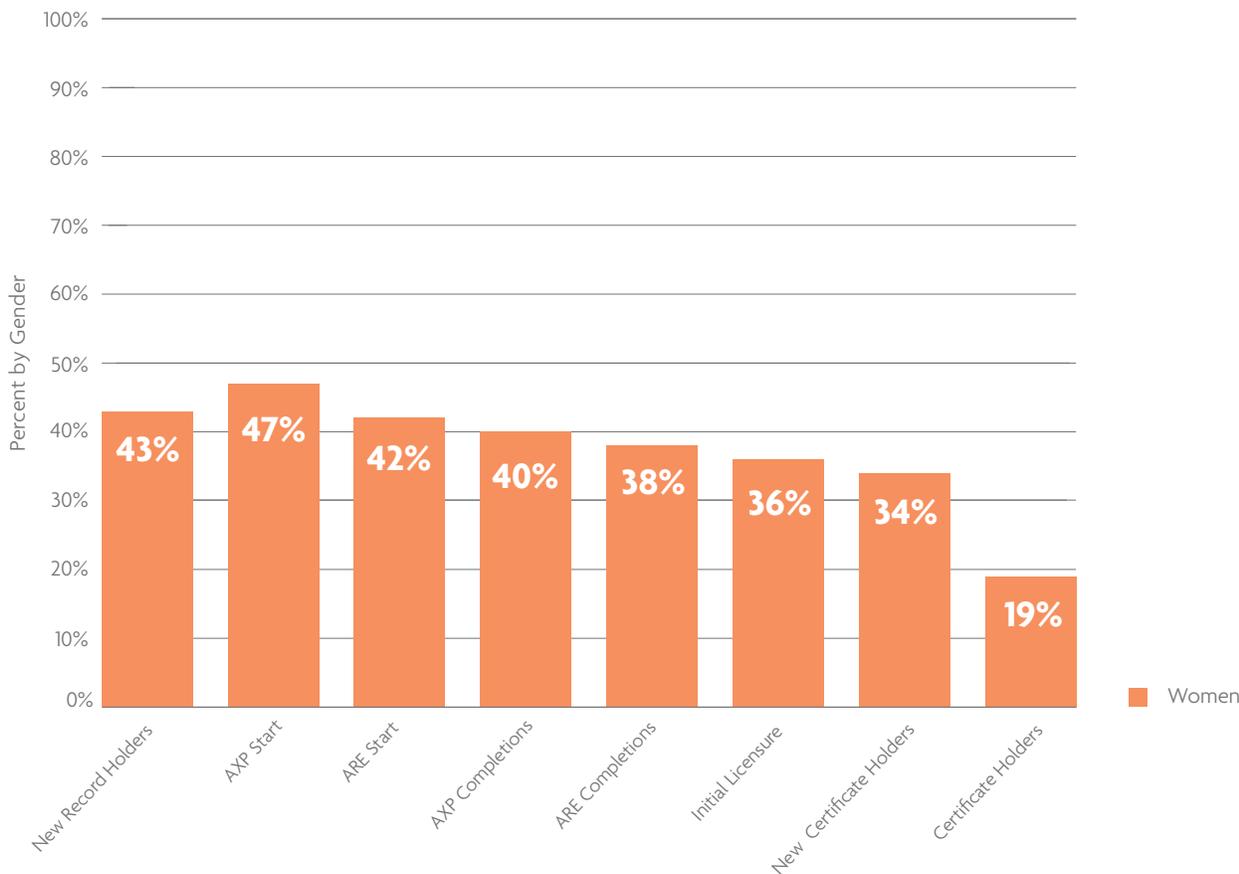
Gender, Racial, and Ethnic Diversity Increases Among Emerging Professionals

Washington, DC—Licensure candidates and new architects are more diverse than ever before, according to new data from the 2017 edition of *NCARB by the Numbers*. Released annually by the National Council of Architectural Registration Boards (NCARB), the publication provides exclusive insight into the [number of U.S. architects](#), the pool of candidates working toward licensure, and diversity in the profession.

Closing the Gender Gap

For the first time since NCARB began collecting demographics data, gender equity improved along every career stage—including gaining professional knowledge through the [Architectural Experience Program™](#) (AXP™), starting the [Architect Registration Examination®](#) (ARE®), and earning a license.

Gender Diversity Along Career Stages



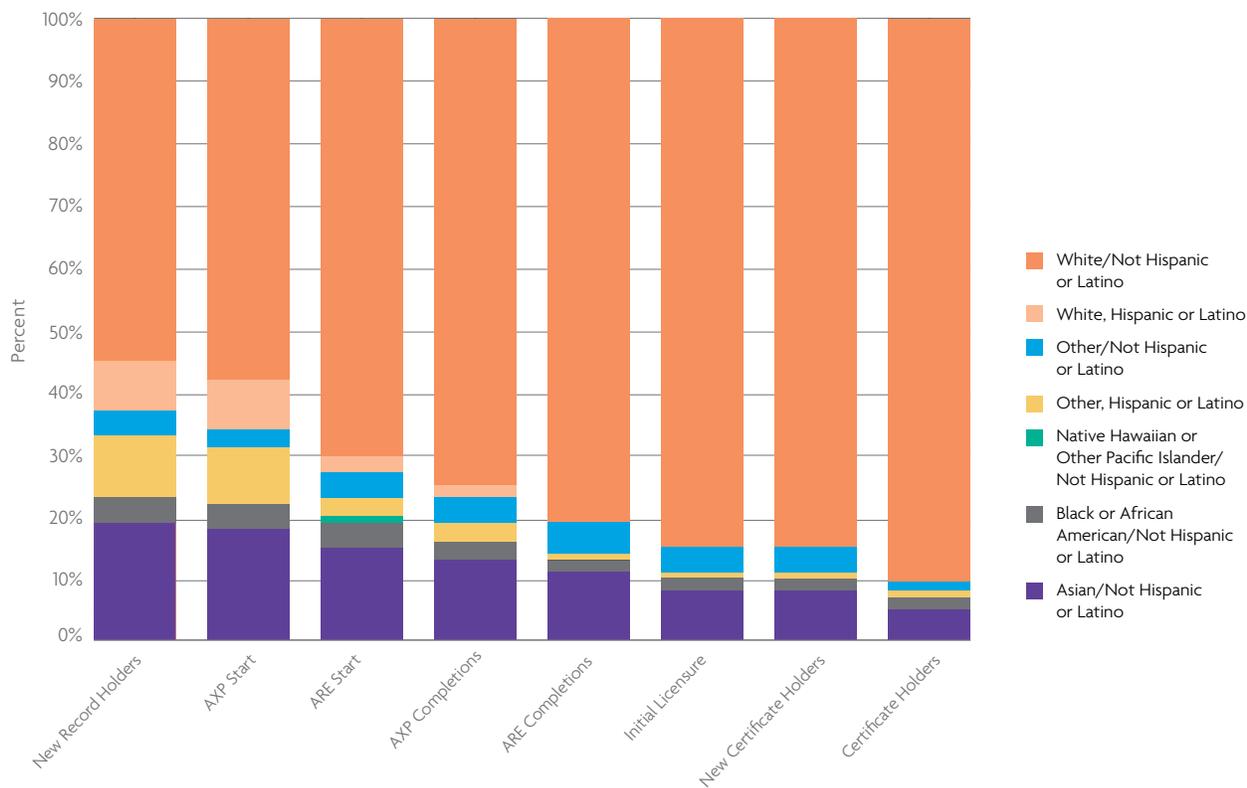
Press Release

In 2016, women accounted for 47 percent of new AXP participants and 42 percent of new ARE candidates. While women remain underrepresented among practitioners and NCARB Certificate holders, they now account for 36 percent of newly licensed architects, compared to 34 percent in the previous year. According to 2015 estimates from the [U.S. Census Bureau](http://www.census.gov), women make up 51 percent of the U.S. population.

Racial and Ethnic Diversity

Racial and ethnic diversity is also increasing among licensure candidates, although at a slower pace.

Racial and Ethnic Diversity Along Career Stages



In 2016, 42 percent of new AXP participants and 30 percent of new ARE candidates identified as non-white—up three percentage points for both groups. However, diversity among newly licensed architects and NCARB Certificate holders remained the same. For comparison, 38 percent of the U.S. population identifies as either non-white or Hispanic, according to 2015 estimates from the [U.S. Census Bureau](http://www.census.gov).

“While several groups remain underrepresented within the profession, these trends point to growing diversity among licensure candidates, and eventually, future architects,” said NCARB President Kristine A. Harding, NCARB, AIA. “In response, NCARB will continue to ensure our programs balance inclusivity with the rigor needed to protect the public.”

The full 2017 edition of *NCARB by the Numbers* will be available in July. To learn more about NCARB’s data, visit www.ncarb.org.

Press Release

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About NCARB

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YouTube: www.youtube.com/NCARBorg

From: NCARB Council Relations [REDACTED]
Sent: Friday, June 30, 2017 7:28 AM
To: NCARB Council Relations [REDACTED]
Subject: ARE 4.0 Retires in Less Than One Year – Act Now

Dear Member Board Members and Executives:

As an FYI, we will be distributing the below update to current ARE candidates regarding the retirement of ARE 4.0.

Please feel free to contact us if you have any questions or concerns.

A banner with a teal top section containing the text 'ARE update' and the NCARB logo. Below this is a green section with the 'ARE 4.0' logo and the text 'Retires in Less Than One Year – Act Now'.

ARE update NCARB

ARE 4.0 Retires in Less Than One Year – Act Now

ARE 4.0 retires June 30, 2018!

Have you been working to complete the ARE in ways that advance your goals? Here are five key steps to finish the ARE.

Commit

Commit to finishing in ARE 4.0 or finishing your [strategic testing](#) divisions. In either case, with less than 12 months to take ARE 4.0, you need to increase your ability to pass any remaining 4.0 divisions.

Maximize Your Opportunity

Create a plan that allows you to maximize your retest opportunities. Remember, if you do not pass a division, you'll have to wait at least 60 days before you can retest. Also, you can only attempt any one division three times within a 12-month period. Since you only have 12 months of testing left until June 30, 2018, you only have **three remaining attempts** at any ARE 4.0 division before it retires. Schedule tests early enough to allow for retests if you need them.

Plan To Finish Your 4.0 Divisions Early

June 2018 is likely going to be hectic—don't wait until the last possible moment to take your remaining ARE 4.0 division(s). History tells us June is a high-volume testing month across many professions. This means test center space may be hard to come by during opportune times. Avoid the added stress of squeezing in a late exam appointment by planning to finish your 4.0 divisions early.

Stick To It

Even the best plan may experience a challenge along the way. When challenges arise that may impact your ability to stay on track—keep moving forward. With the hard June 30, 2018, deadline for ARE 4.0 retirement, staying on track is more of a priority than ever.

Stay Connected

We're here to help you understand the ARE.

- Be sure to use the [ARE 4.0 Google+ Community](#) to get questions answered about exam content.
- Check out the [NCARB YouTube channel](#) to watch videos about the exam.
- Read our [exam-related blog articles](#) to get insights into the ARE.

Lastly, you can always [contact us](#) if you have any additional questions about your NCARB Record or other ARE-related questions.

National Council of
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NATIONAL CORRESPONDENCE NCEES

From: Jerry Carter [REDACTED]

Sent: Tuesday, May 09, 2017 9:07 AM

To: MBEs

Cc: [REDACTED]

Subject: Board Profile

All:

48 out of the 70 member boards have completed the new member board profile as requested. That leaves 22 member boards to go in order to have the information provided for all NCEES member boards which we eventually intend to include on the public portion of the NCEES Web site..

As of this morning, the profiles are available to view by anyone who has access to the "Members Resources" portion of the NCEES Web site. To access the profile, click on "Board Profile" next to "Tools" in the E3 navigation. Make sure you check for answers in the new summary tool prior to asking on the list.

Any editing or updating to the Board Profile in E3 is restricted to each MBA. Unlike the profile of recent years, there are significantly fewer questions to respond to and the questions have been updated to reflect current day requirements and processes. As such, completing the profile requires a limited amount of time.

A few important points to note as you complete the profile. First, once you are in edit mode, make sure you click the save button at the bottom of each page to save your answers. Second, if you need to comment on any question to provide additional detail, there is an icon on the right side of each question that will allow you do so. Lastly, if you have a question that doesn't apply to your board at all, select N/A, which is an answer choice on all questions.

It is our desire to have 100% participation in completing the Board Profile since this information is helpful to all member boards, NCEES and licensees and candidates for licensure. For those who have not yet completed the profile, we urge you to do so in the coming days. For any member boards that have yet to complete the profile by the end of May, assigned NCEES staff will contact these boards via telephone to obtain the required responses and input this information into the system.

Let me know if there are questions. As always, we appreciate your support and efforts in support of licensure.

Jerry

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On May 30, 2017, at 10:19 PM, Jones, Alysia D (CED) <alysia.jones@alaska.gov> wrote:

Hello Jerry,

I have completed Alaska's Board Profile - my apologies for the delay. Being new to the position, I had a feeling it was going to be a longer process for me to complete the profile. In the end it proved to be a great opportunity to do a little research and "test" my knowledge, so thank you!

Could you please provide some clarification on the following question listed under Engineering Requirements?

Will you grant an initial PE license to someone who has passed the 16-hour SE exam?

Alaska requires a PE license prior to approving an examinee for the 16-hour SE exam and will grant a comity PE license to someone who has passed the 16-hour SE exam as asked in the surrounding questions. Since we require the applicant to already have a PE license in order to sit for the 16-hour SE exam, I believe our proper response is N/A, but I wanted to confirm NCEES' intention with the question.

Thanks in advance for your assistance.

Best regards,

Alysia D. Jones

Executive Administrator

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

907.465.1676

[Alaska AELS Board Website](#)

From: Jerry Carter [REDACTED]
Sent: Tuesday, May 30, 2017 8:52 PM
To: Jones, Alysia D (CED) <alysia.jones@alaska.gov>
Subject: Re: Board Profile

Alysia:

Thanks for completing the Board profile.

Some jurisdictions do not require candidates to already be a PE before taking the SE exams. These candidates only take the SE exam and if they pass, they are licensed as a PE.

Hope that helps!

Jerry

Sent from my iPad

From: Jones, Alysia D (CED)
Sent: Wednesday, May 31, 2017 8:07 AM
To: 'Jerry Carter' [REDACTED]
Subject: RE: Board Profile

Jerry,
Thanks for the clarification.

Best regards,

Alysia D. Jones
Executive Administrator

*Alaska State Board of Registration for
Architects, Engineers and Land Surveyors*
907.465.1676

[Alaska AELS Board Website](#)

EDUCATION

- Bachelor of Science in Civil Engineering – Clemson University (1991)
- Master of Science in Civil Engineering – Clemson University (1992)

PROFESSIONAL REGISTRATION/CERTIFICATION

- Professional Engineer – South Carolina, Georgia, North Carolina, Louisiana, and Florida
- Structural Engineering Certification Board (SECB)

PROFESSIONAL EXPERIENCE

- President/Senior Structural Engineer
Rickborn & Associates, LLC (2001 to present), Mount Pleasant, SC
- Structural Engineer/Department Head
Wright Padgett Christopher, Inc. (now a Terracon Company), Mount Pleasant, SC

PROFESSIONAL SOCIETIES/ASSOCIATIONS

- American Society of Civil Engineers – Member (1989 to present)
- Structural Engineers Association of South Carolina
Founding Member (2005), Licensure Committee (2006 to 2011)
Charleston Chapter President (2006 to 2009)
State Board of Directors (2006 to 2009)
State Vice President (2007 to 2008)
 - > Assisted in developing annual budgets (Chapter and State)
 - > Assisted in planning of Annual State Conferences (2006 to 2009)

COMMUNITY SERVICE/AWARDS

- St. Matthew's German Evangelical Lutheran Church, Charleston, SC
Property Committee Member (2000 to 2008)
 - > Established and managed limited budgets for annual maintenance of Church propertiesBuilding Steering Committee Member (2009 to 2010)
 - > Established requirements for selection of consultants for building programming studiesHistoric Sanctuary Renovation Committee Member (2010 to 2016)
 - > Established and managed budgets for \$8 Million Historic Sanctuary Renovation
- Charleston County Clemson Club
Board Member (1995 to 2003)
Treasurer (1995 to 2003)
 - > Established and managed annual budgets and planned annual alumni club meetings
 - > Established two recurring annual scholarships for Charleston County Clemson students
- Recipient of *Young Alumnus of Merit Award* – Clemson University Alumni Association (2000)
- Lutheran Brotherhood, East Cooper Branch #8740
Vice-President (1995 to 2002)
 - > Assisted in budget development, fundraising and implementation of numerous community outreach special projects

SC BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS & LAND SURVEYORS

- Board Member (2012 to present)
- Board Vice Chair (2013)
 - > Assisted in planning/hosting of 2014 Southern Zone Interim Meeting in Charleston, SC
- Board Chair (2014 to 2016)
 - > Represented Board at numerous meetings and conferences
- Building Official Manual Joint Task Force (2014 to present)

NCEES SERVICE

- Finance Committee Member (2012 to 2016)
- 16-Hour Structural Engineering Exam Committee Development Volunteer
Chair of Vertical and Lateral Component Multiple Choice Exam Modules (2010 to present)
- Professional Activities and Knowledge Studies – PAKS (2009 & 2016)
- Structural I Exam Committee Development Volunteer (2002 to 2010)



TIMOTHY W. RICKBORN, P.E.
for NCEES Treasurer

PERSONAL MESSAGE

Dear NCEES Members and Associate Members:

It is a great privilege to be nominated by the SC Board as a candidate for NCEES Treasurer. I am truly honored by this wonderful and exciting opportunity.

NCEES has many important issues to address in the next several years as it continues to pursue the goals and objectives outlined in the NCEES Strategic Plan. These include items in the areas of: advocacy for member boards; education, examination, and experience; public awareness and growth of licensure; international activities; and continued monitoring of NCEES' governance systems, processes, and structure.

As always, we must be ever vigilant to monitor income and expenses in order to maintain the strong financial health that NCEES has worked hard to achieve. I believe in policies that foster openness and transparency regarding the finances of the Council. I will use my experiences as an owner of an engineering firm, past leadership positions in other professional and community organizations, and as a former NCEES Finance Committee member to ensure that sound economic decisions continue to be made for NCEES.

If I'm elected as NCEES Treasurer, I pledge to dedicate the time and effort necessary to fulfill my duties as NCEES Treasurer and a member of the NCEES Board of Directors. I strongly support the mission of NCEES and the vision created by all those who have served NCEES in the past. I believe that it is essential for NCEES to maintain its strong financial position to continue its proven leadership in exam development and to continue providing support services that benefit Member Boards, licensees and students.

I look forward to the opportunity of serving as NCEES Treasurer to assist in continuing the important mission of advancing licensure for engineers and surveyors in order to safeguard the health, safety, and welfare of the public.

Thank you for your consideration of my candidacy for NCEES Treasurer.

Sincerely,

Timothy W. Rickborn, MS, PE



From NCEES
To Jones, Alysia D (CED)
Cc
Subject NCEES names 2017 Engineering Education Award winners

Date Friday, June 09, 2017 8:55:12 AM

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Congratulations to the Dordt College Engineering Department, winner of the \$25,000 NCEES Engineering Education Award grand prize.

[Read about all of the 2017 winning projects](#), including the \$7,500 award winners:

- **George Mason University**
Sid and Reva Dewberry Department of Civil, Environmental, and Infrastructure Engineering
- **Marquette University**
Department of Civil, Construction, and Environmental Engineering
- **North Carolina State University**
UNC/NCSU Joint Department of Biomedical Engineering
- **Seattle University**
Department of Civil and Environmental Engineering
- **Seattle University**
Department of Civil and Environmental Engineering

The NCEES Engineering Education Award recognizes engineering programs that encourage collaboration between students and professional engineers. EAC/ABET-accredited programs from all engineering disciplines are invited to submit projects that integrate professional practice and education.



NCEES
*advancing licensure for
engineers and surveyors*

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NCEES names 2017 Surveying Education Award winners

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NCEES names 2017 Surveying Education Award winners

Congratulations to the University of Maine Surveying and Engineering Technology program, winner of the \$25,000 [NCEES Surveying Education Award](#) grand prize.

The jury selected six programs to receive the following awards:

\$15,000 winners

Oregon Institute of Technology
College of Engineering, Technology, and Management
Geomatics program

Nicholls State University
Department of Applied Sciences
Geomatics program

University of Florida
School of Forest Resources and Conservation
Geomatics program

\$10,000 winners

New Mexico State University
Department of Engineering Technology and Surveying Engineering
Surveying Engineering program

Santiago Canyon College
Business and Career Technical Education Division
Surveying/Mapping Sciences program

The University of Akron
College of Applied Science and Technology
Surveying and Mapping program

[Download the news release](#) (PDF).

 The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.

From: Jerry Carter
To:

[REDACTED]

Subject: Motions - 2017 NCEES Annual Meeting
Date: Thursday, July 13, 2017 9:45:32 AM
Attachments: [MBA Report 0517 - Final.docx](#)
[MBA Summary of Motions - 2017 meeting.doc](#)

All:

Attached is a report filed by Lance Kinney concerning his observations from the May meeting of the NCEES Board of Directors. I am also attaching a spreadsheet developed by Donna Sentell which lists the motions that will be considered at this year's NCEES Annual Meeting. You can also find this information in Word form as posted by Keri Anderson of our office at <http://ncees.org/about/governance/ncees-annual-meeting/>.

We look forward to see everyone in a few weeks in Miami. Bring your shorts!!

Jerry

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MBA Report
NCEES Board of Directors Meeting
May 21-22, 2017
Denver, CO

PURPOSE: The purpose of the MBA Report following the NCEES Board of Directors Meeting is to highlight items of importance for Member Board Administrators. A complete copy of the meeting minutes will be available on the NCEES website.

IN ATTENDANCE:

Daniel S. Turner, Ph.D., P.E, P.L.S. – President
Pat Tami, P.L.S.- President-Elect
Michael J. Conzett, P.E. - Past President

Gary Thompson, P.L.S. - Treasurer
Maurice Bowersox, P.E. - Central Zone Vice-President
Roy E. Shrewsbury, P.S. - Northeast Zone Vice-President
Theresa Hodge, P.E. - Southern Zone Vice-President
Brian Hanson, P.E. - Western Zone Vice-President
Jerry Carter – Chief Executive Officer
Davy McDowell, P.E. - Chief Operating Officer
Lance Kinney, Ph.D., P.E, MBA Texas PE Board - MBA Committee Representative

Each issue was presented by the assigned Board liaison or staff member as appropriate. Reports for each item were submitted as part of the Board materials and cover each item in detail. This report includes highlights and a summary of items that may be relevant to MBAs and state boards and does not include every item or report presented.

As part of the consent agenda, the Board approved the audit report of the 2015-16 NCEES financial records. Overall, the report is very positive with no findings. They also approved the list of emeritus and associate members.

MEETING REPORTS and OTHER ITEMS to note:

ABET Board of Delegates Meeting

- ABET has added natural science programs to the Applied Science Accreditation Commission (now the Applied and Natural Science Accreditation Commission (ANSAC)). It was reported that NCEES continues to have strong representation at ABET. There is a push to set a minimum number of hours for accreditation – currently considering 120 but there is a push to go to 128. This will now go through the ABET process for comments.

NCEES Credentials Evaluation Audit

- VP Hodge reported on the thorough audit of the NCEES Credentials Evaluation Program and stated that the program is very impressive. It was reported that of those credential evaluations that do not meet the criteria, ~40% fail for ‘general education’ requirements. CEO Carter noted that all evaluations are by applicant and can be shared with any state they want for free, i.e. no transmittal fee.

American Association of Engineering Societies (AAES) Spring General Assembly Meeting

- CEO Carter discussed the value NCEES gets in participating in this organization as a licensure organization while other members are technical in nature. NCEES feels that it networks with the other organizations sufficiently outside of AAES. A motion was passed to not renew the NCEES membership in AAES.

Finance Report

- Treasurer Thompson reported that the five-year trends were looking good. Decoupling has had a positive impact on revenue. Investments are doing well. It should be noted that the recent vote to lower the FE exam fees will have a negative impact on the budget and put NCEES into a deficit budget situation. NCEES is working on selecting and integrating software for submitting travel expenses, including a quick turn around and possibility for direct deposit.

Leadership Visits

- The Board discussed these visits at length, including the number of current states engaged (26), how to get other jurisdictions involved, feedback from the boards themselves as well as from the presenters, and issues board members reported from the visits. One issue was the message of encouraging board members to get engaged with NCEES and then not getting positions on committees, etc. Overall, the feedback is very positive and most visits are very productive and boards are engaged with the presenters. NCEES and the MBAs will continue to communicate about the program and monitor the overall impact and feedback from this program. NCEES Board members reported that they felt it was time well spent and recommended to continue the program.

Composition of Exam Committees

- CEO Carter reported on a project related to the composition of exam committees and how to provide for continuity as well as including / recruiting new exam committee members. There was discussion of developing more structure to the committees, including possible terms or rollover provisions, including the new Group 2 committees that will be under the NCEES umbrella. This would be to help get new members on the committees, allow more people to be involved in the exam process and learn how it works, and possibly to get more state board members involved. At the same time, there have been long term exam development members that are doing an excellent job. It was noted that CBT is changing the membership needs for committees as well as how questions are developed. The Board agreed that President-Elect Tami will consider charging the EPE and EPS with developing a rule to institute a term limits on each committee.

Annual Meeting Motions

The majority of the rest of the meeting consisted of review, conversation, and recommendations by the Board of Directors for each of the motions and the resolution to be considered by the council at the upcoming Annual Meeting in Miami. I will not include each discussion or the recommendation of the Board in this report as all of this information is included in the Annual Meeting materials that have been distributed to each state board. I can add, however, that these conversations were VERY thoughtful, open, and in-depth, with all sides being heard in a balanced manner. Hard questions were asked and addressed and positions were thoroughly explored. President Turner and the rest of the Board did an excellent job in moving this complex process forward in an efficient and effective manner.

I can also add that there are some very substantive motions and issues on the floor this year and recommend each board thoroughly review each motion to determine their position and how it will impact the public, engineering licensure, their jurisdiction, and the Council moving forward.

New Business

In addition to the items listed above, there were several additional items discussed.

- CEO Carter discussed an opportunity for NCEES to partner with WGBH (Boston) to support Design Squad Global as well as the *Dream Big* movie. This would result in a lot of exposure for Design Squad. There would be a \$100K commitment. It was noted that NCEES is a founder/supporter of Design Squad for a number of years and NCEES is leading EWeek in 2018. The Board voted to approve and commit \$100K to support the project.
- The Board revisited an item related to increasing funding of the Engineering Education Award to match the recent change to the Surveying Education Awards. After discussion, the Board voted to approve this change.
- VP Bowersox discussed attending a panel in Kansas on threats to licensure.
- Past-President Conzett will be attending a meeting of the Engineers Change Lab in Omaha, NE. This will be a discussion of the future of engineering. Dr. Kinney will also be attending on behalf of TBPE. NCEES will fund and support Past-President Conzett in this endeavor.

In conclusion, I would like to thank the Board of Directors for continuing to include MBA members at their Board meetings. They welcomed me and included me in all conversations as necessary, and were very interested in hearing the comments and input from the MBA perspective. I would also like to encourage the Board to continue this practice and to encourage MBAs to continue to volunteer and participate in these meetings. This is an excellent opportunity to provide input and feedback in the operations of NCEES. This type of access, cooperation, and participation is important to the continued success of NCEES.

Respectfully submitted,

Lance Kinney, Ph.D., P.E, MBA Committee Chair
Texas PE Board

Motions for the 2017 Annual Meeting

Committee	Motion	BOD position	Consent or Non Consent Agenda	Your Boards position
Finance – 2 motions				
1.	Move that the adoption of the 2017–18 operating budget as shown in Appendix B be postponed to the end of the last business session in order to take into account any subsequent actions adopted by the Council that may affect this budget.	Endorses	Consent Agenda	
2.	Move that the adoption of the 2017–18 capital budget as shown in Appendix C be postponed to the end of the last business session in order to take into account any subsequent actions adopted by the Council that may affect this budget.	Endorses	Consent Agenda	
Bylaws – 10 Motions				
Bylaws 1.	<p>Section 4.04 Elections and Terms of Office. The President-Elect shall be elected by the Council at each Annual Business Meeting in the manner prescribed in the <i>Bylaws</i>. The Treasurer shall be elected at each Annual Business Meeting held in an odd-numbered year, in the manner prescribed in the <i>Bylaws</i>. Vice Presidents from the Southern and Northeast Zones shall be elected at their Zone Interim Meeting in odd-numbered years. Vice Presidents from the Central and Western Zones shall be elected at their Zone Interim Meeting in even-numbered years. The Chief Executive Officer is appointed as provided in the <i>Bylaws</i>.</p> <p>The President-Elect shall normally serve the Council for a period of three years. The first year shall be as President-Elect. The second year, without further election, the President-Elect shall become President, holding that office until a successor has been installed. The third year, without further election, the President shall become Immediate Past President, holding that office until a successor has been installed. Vice Presidents shall hold office for two years or until their successors have been installed. The Treasurer’s term of office shall be two years, and that person may serve a maximum of two consecutive terms. For the office of Treasurer, a partial term served for the period between consecutive Annual Meetings shall not be considered a term for term-limit purposes.</p> <p>Past Presidents shall be ineligible for re-election as President-Elect of the Council. Vice Presidents <u>and the Treasurer</u> shall not be eligible for re-election to the same office until at least one full two-year term has elapsed.</p> <p>New members of the Board shall assume their duties at the conclusion of the Annual Business Meeting. Board members may continue to serve until the conclusion of the term of office to which they were elected even if their terms with Member Boards have ended.</p> <p>Any member elected to the office of President-Elect shall be eligible to serve as President-Elect, President, and Immediate Past President, with the full authority of the offices and board privileges, until the expiration of the term as Immediate Past President, even though no longer a member of a Member Board.</p>	Does not endorse	NON Consent Agenda	
2.	<p>Section 4.06 Vacancies. If a vacancy occurs in the office of President, the President-Elect shall succeed to the office of President for the completion of the two-year term. A vacancy in the office of President-Elect shall be filled by the Board of Directors. In the event of a vacancy in the office of Immediate Past President, the office shall be filled by the most recent available Past President. In the event of a vacancy in the office of a Vice President, the Assistant Vice President of the zone will automatically succeed to the office of Vice President. In the event of a vacancy in the office of Treasurer, <u>the Board of Directors shall select an individual to fill the position until an election shall be held to fill the unexpired term of Treasurer</u> at the Annual Business Meeting immediately following the vacancy in the next odd-numbered year.</p> <p>Appointments by the Board of Directors shall be made in accordance with the required qualifications and limitations for duly elected members of the Board of Directors.</p> <p>A quorum of the Board of Directors for filling of vacancies shall consist of six members except in the event of two vacancies, when five shall constitute a quorum. For the filling of vacancies, the members of the Board of Directors may be represented by proxies, duly signed and verified.</p>	Endorses	Consent Agenda	
3.	<p>Section 3.03 International Affiliate Organization. <u>An International Affiliate Organization of NCEES shall be a legally constituted entity located outside the United States having a collateral and supportive position with the licensure of engineers or surveyors. International Affiliate Organizations are entitled to representation at Council meetings without voting privileges and, on approval of the presiding officer, may have the privilege of the floor. Acceptance of an International Affiliate Organization shall be by majority vote of the Council.</u></p>	Endorses	Consent Agenda	

Bylaws 4.	Section 3.05 Representatives. A representative shall be a member of an International Affiliate Organization or a Participating Organization designated to represent it his or her respective organization at meetings of the Council.	Endorses	Consent Agenda
5.	Section 6.01 Annual Business Meetings. The Annual Business Meeting of the Council shall be held at the time and place selected by the Board of Directors. Notice of the Annual Business Meeting shall be provided to each Member Board, member, associate member, International Affiliate Organization , and Participating Organization not less than four weeks prior to each meeting. The Board of Directors shall prepare a consent agenda for each Annual Business Meeting. Individual motions may be removed from the consent agenda upon request by any Member Board.	Endorses	Consent Agenda
6.	Section 10.01 Fees. Annual fees of Member Boards, as well as dues for participating organizations , are due on January 1 for the ensuing calendar year. The fee schedule for Member Boards shall be based on the number of licensees of record as of December 31 of the preceding calendar year.	Endorses	Consent Agenda
7.	Section 10.013 Dues. Annual dues for International Affiliate Organizations and Participating Organizations are due on January 1 for the ensuing calendar year.	Endorses	Consent Agenda
8.	Section 10.013 Participating Organizations Obligations Dues Schedule. Payments for <u>Any annual membership</u> dues <u>by participating organizations of International Affiliate Organizations and Participating Organizations</u> shall be <u>paid</u> in accordance with a schedule established annually by the Board of Directors.	Endorses	Consent Agenda
9.	Section 1.02 Definitions and Abbreviations. Wherever the word “Council” is used, it shall mean the National Council of Examiners for Engineering and Surveying, for which the official abbreviation shall be NCEES. The words “State Board” shall mean a legally constituted board of any state, territory, or political subdivision of the United States of America that administers an Act regulating the practice of professional engineering, a single branch of professional engineering or surveying, or a combination of professional engineering and surveying; or a board that serves in an advisory capacity to a state agency in the administration of such an Act. Wherever the word “State” is used, it shall mean any state, territory, or political subdivision of the United States of America.	Endorses	Consent Agenda
10.	Section 5.01 President. The President shall, when present, preside at all meetings; shall appoint all members, chairs, vice chairs, and consultants of standing committees, special committees, task forces, and a Tellers Committee for the election of the President-Elect and Treasurer; and shall present to the Council at the Annual Business Meeting a report of the activities during the term of office. The President shall also appoint all members, chairs, vice-chairs, and consultants of standing committees, special committees, and task forces unless specific action of the Council or of the Board of Directors names the personnel of the committee or task force. The President shall also appoint all members of a Tellers Committee for the election of the President-Elect and Treasurer. The President shall appoint all official representatives of the Council to other organizations as authorized by the Board of Directors. The President shall be chair of the Board of Directors, shall be an ex-officio member of all committees, and shall perform all other duties ordinarily pertaining to the office of President. If both the President and the President-Elect are absent, the Vice President from the zone that will be nominating the next President-Elect will be the acting President. The Vice President shall have all the powers of the President while presiding in this capacity.	Endorses	Consent Agenda
Education – 3 motions			
1.	PS 35 Future Education Requirements for Engineering Licensure One of the goals of NCEES is to advance licensure standards for all professional engineers. Those standards describe the technical and professional competency needed to safeguard the health, safety, and welfare of the public. The Council recognizes that future demands for increasing technical and professional skills have resulted in the need for additional education beyond the bachelor’s degree for those entering the engineering profession. NCEES has identified several future pathways by which a candidate for licensure as a professional engineer might obtain the body of knowledge needed to meet these educational requirements, including the following: A. A bachelor’s degree in engineering from a program accredited by EAC/ABET and a master’s or earned doctoral degree in engineering in the same technical area from an institution that offers EAC/ABET-accredited programs, or the equivalent B. A bachelor’s degree and a master’s degree in engineering from a program accredited by EAC/ABET C. A bachelor’s degree from a program accredited by EAC/ABET that has a minimum of 150 semester credit hours, of which at least 115 semester credit hours are in mathematics, science, or engineering combined and at least 75 of these semester credit hours are in engineering D. A bachelor’s degree in engineering from a program accredited by EAC/ABET and at least 30 additional semester credit hours of upper-level undergraduate or graduate-level coursework in engineering on topics relevant to the practice of engineering (e.g., engineering-related science, mathematics, or professional practice topics such as business, communications, contract law, management, ethics, public policy, and quality control) from approved course providers (e.g., institutions that have EAC/ABET-accredited programs, or institutions or organizations accredited by an NCEES-approved accrediting body)	Endorses	NON Consent Agenda

	<p><u>E. A bachelor’s degree in engineering from a program accredited by EAC/ABET, and 80 assessed learning days (ALDs) in areas germane to professional practice and that support and enhance the applicant’s capability in their technical area of practice</u></p> <ol style="list-style-type: none"> <u>1. ALDs can be earned through credit or noncredit courses. The applicant shall be required to demonstrate successful completion and that the coursework was of sufficient content and rigor.</u> <u>2. Coursework may include university courses, industrial in-house specialty courses, short courses and certification courses offered by professional and technical societies, and other courses meeting standards to be developed by NCEES.</u> <u>3. At least 40 ALDs shall be from technical engineering coursework. Nontechnical ALDs include professional practice topics such as business, communications, contract law, management, ethics, public policy, and quality control.</u> <u>4. For non-university-provided coursework, a course that earns ALD credit must have a syllabus, learning objectives, and outcomes assessment.</u> <u>5. For non-university-provided coursework, one ALD unit shall be defined as eight hours of contact time.</u> <u>6. For university-provided coursework, a three-semester credit hour course shall equal six ALDs.</u> <u>7. Any single course must consist of at least one ALD.</u> <p>NCEES will continue to explore alternative educational pathways for candidates for licensure as professional engineers to develop the body of knowledge needed for entry into the profession. These alternatives will be developed through collaboration with technical engineering societies and other stakeholders engaged with the engineering profession.</p>			
<p>Education 2.</p>	<p><i>Model Rules 240.30 Continuing Professional Competency</i></p> <p>The purpose of the continuing professional competency requirement is to demonstrate a continuing level of competency of professional engineers and/or professional surveyors.</p> <p>A. Introduction</p> <p>Every licensee shall meet the continuing professional competency requirements of these regulations for professional development as a condition for licensure renewal.</p> <p>B. Definitions</p> <p>Terms used in this section are defined as follows:</p> <ol style="list-style-type: none"> 1. Professional Development Hour (PDH)—One contact hour (nominal) of instruction or presentation. The PDH is the common denominator for other units of credit. 2. Ethics/Business-Related Course or Activity—A qualifying course or activity with content areas related to (1) the awareness of ethical concerns and conflicts; (2) an enhanced familiarity with the codes of conduct; (3) an understanding of standards of practice or care; (4) project management and risk-assessment management; or (5) other similar topics aimed at maintaining, improving, or expanding the skills set and knowledge relevant to the licensee’s field and methods of practice. 3. Continuing Education Unit (CEU)—Unit of credit customarily used for continuing education courses. One continuing education unit equals 10 <u>hours of class contact hours</u> in an approved continuing education course. 4. College Semester/Quarter Hour—Credit for course in ABET-approved programs or other related college course approved in accordance with subsection E of this section. 5. Course/Activity—Any qualifying course or activity with a clear purpose and objective that will maintain, improve, or expand the skills and knowledge relevant to the licensee’s field of practice. Regular duties are not considered qualified activities. 6. Dual Licensee—An individual who is licensed as both a professional engineer and a professional surveyor <p>C. <u>Requirements Qualifying Activities</u></p> <p>Every licensee is required to obtain the equivalent of 15 PDHs per annual renewal period, 30 PDHs per biennial renewal period, or 45 PDHs per triennial renewal period. These PDHs may be obtained anytime during the applicable renewal period. A minimum of 1 PDH of each 15 PDHs shall be earned by successfully completing a course or activity that has content areas that focus on (a) professional engineering or surveying ethics, or (b) improving a licensee’s methods of business practice or operations or otherwise advancing professionally related skills and practices as applicable to the practice of engineering or surveying. If a licensee exceeds the annual requirement in any renewal period, a maximum of 15 PDHs may be carried forward into the subsequent renewal period. PDHs may be earned as follows:</p> <ol style="list-style-type: none"> 1. Successful completion of college courses 2. Successful completion of short courses, tutorials, webinars, and distance-education courses offered for self-study, independent study, or group study and through synchronous or asynchronous delivery methods such as live, correspondence, archival, or the Internet 3. Presenting or attending qualifying seminars, in-house courses, workshops, or professional or technical presentations made at meetings, conventions, conferences, or educational institutions 4. Teaching or instructing in 1 through 3 above 5. Authoring published papers, articles, books, or accepted licensing examination items 6. Active participation in professional or technical societies 	<p>Endorses</p>	<p>Consent Agenda</p>	

	<p>7. Patents</p> <p>8. Active participation in educational outreach activities pertaining to professional licensure or the surveying/engineering professions that involve K-12 or higher education students</p> <p>*****</p> <p>I. Requirements for Renewal To renew a license, an applicant must either meet the requirements of [insert jurisdiction name] or meet the requirements of the Model Continuing Professional Competency (CPC) Renewal Standard, as defined in paragraph 240.30 L for the number of consecutive reporting periods corresponding to the CPC requirements of [insert jurisdiction name] (i.e., biennial or other). A reporting period for the Model CPC Renewal Standard is defined as January 1–December 31 of 1 calendar year. <u>meet either of the following:</u></p> <ol style="list-style-type: none"> 1. The requirements of the NCEES CPC Standard defined in section L below. 2. The requirements of <i>[insert jurisdiction name]</i>. <p>J. Dual Licensees The number of PDHs required <u>per year</u> shall remain 15 <u>be as stated in section L below</u>, at least one-third of which shall be obtained in each profession.</p> <p>K. Forms Certification All renewal applications will require the certification of CPC credits as specified by the board. The licensee must supply sufficient detail on a CPC form to permit audit verification and retain any backup documentation. The licensee must certify and sign the CPC form and submit the form, if required, with the renewal application and fee, if required, or upon notification of audit.</p> <p>L. Model NCEES CPC Renewal Standard The Model CPC Renewal Standard requires licensees to acquire 15 PDHs in each calendar year in compliance with the provisions of subsections A, B, C, D, E, and J above. Licensees meeting this standard shall document their CPC activities on the Model CPC standard reporting form. <u>The NCEES Continuing Professional Competency (CPC) Standard requires a licensee to obtain the equivalent of 15 PDHs per calendar year (January 1–December 31) with no carryover allowed. A minimum of 1 PDH of the 15 PDHs shall be earned by successfully completing a course or activity that has content areas that focus on engineering or surveying ethics or on improving a licensee’s business practice or operations or otherwise advancing professionally related skills and practices as applicable to the practice of engineering or surveying.</u></p>			
3.	<p>Model Rules 230.20 Experience</p> <p>A. As a Professional Engineer In evaluating experience that indicates to the board that the applicant may be competent to practice engineering, the following will be considered:</p> <ol style="list-style-type: none"> 7. Teaching experience must be in engineering or engineering-related courses at an advanced level in a college or university offering an engineering program of 4 years or more that is approved by the board. <u>Junior-, senior-, and graduate-level courses can be considered as advanced level.</u> <p>B. As a Professional Surveyor In evaluating experience that indicates to the board that the applicant may be competent to practice surveying, the following will be considered:</p> <ol style="list-style-type: none"> 5. Teaching experience must be in surveying or surveying-related courses at an advanced level in surveying or surveying-related courses approved by the board. <u>Junior-, senior-, and graduate-level courses can be considered as advanced level.</u> 	Endorses	Consent Agenda	
Law Enforcement – 1 Motion				
	<p>Meritorious Service Award</p> <ul style="list-style-type: none"> ▪ Must be a current or former associate member ▪ Must demonstrate positive contributions to the advancement of the engineering or surveying profession and the mission, vision, and goals of his or her board and NCEES ▪ Must participate in member board activities ▪ Must participate in the promotion of licensure <u>or the enforcement of member board laws and rules</u> ▪ Must include distinguished service on at least one NCEES committee ▪ May be nominated by a member board 	Endorses	Consent Agenda	
EPP – 4 Motions				
1.	<p>EDP 8 Deleting/Combining/Renaming a Discipline or Module from the Examination Program</p> <p>A. If in two consecutive administrations of pencil-and-paper examinations, there have been fewer than 50 total first-time examinees from NCEES jurisdictions in a</p>	Endorses	Consent Agenda	

	<p>specific examination or module, the Committee on Examination Policy and Procedures (EPP) shall review the desirability of continuing the subject examination or module and make one of the following recommendations to the board of directors:</p> <ol style="list-style-type: none"> 1. Continue to prepare the examination or module. 2. Discontinue the examination or module. Request the appropriate exam development committee to prepare and submit a specific remedial action plan for increasing the number of first-time takers to a level that meets or exceeds the minimum candidate requirements in the time period specified by the EPP Committee. 3. Put the examination or module on probation and recommend specific remedial action that may include combining the examination with another examination or other such action as the EPP Committee deems appropriate. If such remedial action fails to increase total first-time takers to a level that meets the minimum candidate requirements and time period as specified above, the EPP Committee shall recommend appropriate action to the board of directors. Recommend that the examination or module be placed on probation. The EPP Committee shall specify the conditions of the probation, including a time frame for corrective action. The recommendation may include the combination of the examination with another examination or other such action as the EPP Committee deems appropriate. 4. Discontinue the examination or module. <p>B. If the population of first-time examinees from NCEES jurisdictions for any NCEES CBT examination or module is not adequate to provide for accurate psychometric analysis, the EPP Committee shall review the desirability of continuing the subject examination or module and make one of the following recommendations to the board of directors:</p> <ol style="list-style-type: none"> 1. Continue to prepare the examination or module. 2. Discontinue the examination or module. Request the appropriate exam development committee to prepare and submit a specific remedial action plan for increasing the number of first-time takers to a level that meets or exceeds the minimum candidate requirements in the time period specified by the EPP Committee. 3. Put the examination or module on probation and recommend specific remedial action that may include combining the examination with another examination or other such action as the EPP Committee deems appropriate. If such remedial action fails to increase total first-time takers to a level that meets the requirements as specified above, the EPP Committee shall recommend appropriate action to the board of directors. Recommend that the examination or module be placed on probation. The EPP Committee shall specify the conditions of the probation, including a time frame for corrective action. The recommendation may include the combination of the examination with another examination or other such action as the EPP Committee deems appropriate. 4. Discontinue the examination or module. 			
EPP 2.	<p>EAP 6 Access to and Review of Examinations There shall be no post-administration access to, or review of, examination materials by an examinee or his or her representative.</p> <p>Member boards may <u>allow examinees to</u> request that an examinee's their results from a pencil-and-paper examination be verified by NCEES by manual verification, for a fee established by the <u>NCEES</u> board of directors. NCEES will not accept requests for manual verification from individual examinees. No specific examinee comments will be addressed.</p>	Endorses	Consent Agenda	
3.	<p>EAP 1 Administration of Examinations D. For pencil-and-paper examinations, only preauthorized <u>member</u> board members, <u>member</u> board staff, proctors, <u>NCEES</u>-designated representatives, <u>NCEES staff</u>, and candidates actually taking an examination will be permitted in the examination room.</p>	Endorses	Consent Agenda	
4.	<p>EAP 10 NCEES Examinations Offered to a Foreign Entity Upon receiving a request, the chief executive officer may be authorized by the NCEES board of directors to enter into discussions with a foreign entity concerning the administration of NCEES examinations at a foreign site. The discussions will include an assurance that NCEES examinations will be administered in full compliance with all NCEES examination policies and procedures. All costs borne by NCEES to carry out this provision will be reimbursed.</p> <p><u>NCEES may contract with the foreign entity to provide administration of its examinations to the foreign entity's engineering or surveying applicants, upon approval of the Council. A draft agreement that defines areas of responsibility for the foreign entity and NCEES may then be created. The agreement will require, at a minimum, that the foreign entity reimburse all costs borne by NCEES to carry out the provisions of the agreement.</u></p>	Endorses	Consent Agenda	

	<p>The As an exception, the NCEES board of directors is authorized to permit all computer-based examinations the Fundamentals of Engineering and the Fundamentals of Surveying examinations to be administered at an NCEES-approved test sites to students in their senior year and graduates of foreign engineering programs that have attained ABET accreditation or the equivalent as determined by NCEES applicants from a foreign ABET-accredited engineering or surveying program. At a minimum, all costs borne by NCEES to carry out this provision will be reimbursed. Computer-based examinations shall not be administered at a foreign site outside the NCEES-approved testing windows.</p> <p>NCEES may contract to provide administration of NCEES examinations that are offered in pencil and paper format to a foreign entity subject to the approval of the Council. Based upon a determination that these conditions will be met, a draft agreement that defines areas of responsibility for the foreign entity and NCEES may be created. The agreement will require, at a minimum, that all costs borne by NCEES to carry out the provisions of the agreement will be reimbursed.</p> <p>For any approved agreement, NCEES will establish minimum criteria for candidates-examinees of the foreign entity that are in general conformance with the existing NCEES <i>Model Law</i> and <i>Model Rules</i>. NCEES will retain the score information for examinees of foreign entities and will transmit that information to any member board when requested.</p> <p>The examinations may be used to assist examinees interested in applying for licensure as a professional engineer or surveyor with an NCEES member board as well as an outcomes assessment tool to assist in measuring the outcomes of a foreign-based education system.</p> <p>However, in the event that the examinee elects to use the results of the examination for the purpose of applying for licensure, the member board may not be precluded from imposing any additional requirements related to state licensure, including but not limited to educational and experience requirements.</p> <p>Examinee performance data from examinations provided to a foreign entity shall not be included in exam evaluation or development, used to establish cut scores, or included in exam result statistics for NCEES jurisdictions. Examinee performance data from exams provided to a foreign entity may be evaluated and reported separately.</p> <p>NCEES may release examinee performance data to an ABET-accredited foreign educational program or to the foreign governing body or professional organization as provided in the contract or as approved by the board of directors.</p>			
ACCA – 3 Motions				
1.	<p>Bylaws Section 4.05 Qualifications. Any member of NCEES who is a citizen of the United States and a member of a Member Board sometime during the calendar year in which the nomination occurs is eligible to hold an elective office. Associate members are not eligible to serve on the NCEES Board of Directors.</p> <p>To be eligible for the office of President-Elect, a person shall <u>be a licensed engineer or surveyor, shall</u> have been a member of NCEES at least three years, and <u>shall have</u> attended at least two Annual Business Meetings. <u>Additionally, m</u>Members of the Board of Directors may run for President-Elect if their term on their state board has expired during their term as NCEES Vice-President or Treasurer; and they have obtained emeritus standing within the Council; and they have the approval of their state board; and it is their zone’s rotation to elect a President-Elect; and they have been nominated by the zone. The President-Elect shall not be from the same zone as the President. Vice Presidents shall be from the zone that elects them.</p> <p><u>To be eligible for the office of Vice President, a person shall be a licensed engineer or surveyor and shall be from the zone that elects him or her.</u></p> <p><u>To be eligible for the office of Treasurer, a person shall be a licensed engineer, licensed surveyor, or public member.</u></p>	No position	NON Consent Agenda	
2.	Move that a task force be established to consider the qualifications needed to serve as president-elect, to determine the details of the nomination process (including the potential of reestablishing a Nominating Committee), and to propose a transition plan. The task force shall present its findings, along with the recommended <i>Bylaws</i> changes, for Council review and vote.	Does not endorse	NON Consent Agenda	
3.	<p>AP 8 Motions Motions before the Council at the annual business meeting shall not be voted upon at the same business session in which they are introduced and initially discussed or prior to zone meetings. This policy shall not apply to privileged or subsidiary motions and may be suspended for other motions upon approval by a two-thirds majority vote.</p>	Endorses	Consent Agenda	

	<p><u>Additionally, a</u>ny motion to amend the <i>Model Law</i> or <i>Model Rules</i> presented at an annual business meeting by an entity other than the Committee on Uniform Procedures and Legislative Guidelines (UPLG) shall be referred to the UPLG Committee for review and revision of the language before it is presented for Council vote at the next scheduled annual business meeting.</p> <p><u>Any motion to amend exam fees in Financial Policy 7 that is presented at an annual business meeting by an entity other than the Committee on Finances shall be referred to the Committee on Finances for review and revision of the language before it is presented for Council vote at the next scheduled annual business meeting.</u></p> <p>FP 7 Examination Charges <u>All examination charges shall be reviewed annually by the Committee on Finances, and any proposed changes shall be brought before the Council for approval. The Committee on Finances shall annually review all examination charges and propose any changes to examination charges for Council vote at the annual meeting.</u> The current exam prices are as follows:</p> <table border="1" data-bbox="370 435 1438 779"> <thead> <tr> <th>Examination</th> <th>Date</th> <th>Price</th> <th>Date</th> <th>Future</th> <th>Date</th> <th>Date</th> <th>Price</th> <th>Approved</th> <th>Effective</th> </tr> </thead> <tbody> <tr> <td>Computer-based FE*</td> <td></td> <td>\$225</td> <td>8/13</td> <td>1/14</td> <td>\$175</td> <td>8/16</td> <td>1/18</td> <td></td> <td></td> </tr> <tr> <td>Computer-based FS*</td> <td></td> <td>\$225</td> <td>8/13</td> <td>1/14</td> <td>\$175</td> <td>8/16</td> <td>1/18</td> <td></td> <td></td> </tr> <tr> <td>PE**</td> <td>\$250</td> <td>8/11</td> <td>4/13</td> <td>-</td> <td>-</td> <td>-</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Computer-based PE*</td> <td></td> <td>-</td> <td>-</td> <td>-</td> <td>\$375</td> <td>8/16</td> <td>1/18</td> <td></td> <td></td> </tr> <tr> <td>Computer-based PS*</td> <td></td> <td>\$300</td> <td>8/15</td> <td>10/16</td> <td>-</td> <td>-</td> <td>-</td> <td></td> <td></td> </tr> <tr> <td>Structural Lateral Forces component**</td> <td></td> <td>\$400</td> <td>8/09</td> <td>4/11</td> <td>-</td> <td>-</td> <td>-</td> <td></td> <td></td> </tr> <tr> <td>Structural Vertical Forces component**</td> <td></td> <td>\$400</td> <td>8/09</td> <td>4/11</td> <td>-</td> <td>-</td> <td>-</td> <td></td> <td></td> </tr> </tbody> </table> <p>For computer-based examinations, examinees are required to pay NCEES directly. Beginning in May 2017, all examinees will be required to pay NCEES directly; this requirement will include both computer-based and pencil-and-paper examinations.</p> <p>*Price includes exam development, scoring, and computer-based exam administration. **Price includes exam development, scoring, shipping, and materials. Exam administration fees will remain separate for pencil-and-paper exams.</p>	Examination	Date	Price	Date	Future	Date	Date	Price	Approved	Effective	Computer-based FE*		\$225	8/13	1/14	\$175	8/16	1/18			Computer-based FS*		\$225	8/13	1/14	\$175	8/16	1/18			PE**	\$250	8/11	4/13	-	-	-				Computer-based PE*		-	-	-	\$375	8/16	1/18			Computer-based PS*		\$300	8/15	10/16	-	-	-			Structural Lateral Forces component**		\$400	8/09	4/11	-	-	-			Structural Vertical Forces component**		\$400	8/09	4/11	-	-	-					
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MBA – 1 Motion

1.	Move that the Central, Northeast, Southern, and Western zone interim meetings be held as a combined meeting in 2020, with the vice presidents from each zone serving as members of a single site-selection committee to work with NCEES staff on selecting a location.	No position	NON Consent Agenda	
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UPLG – 12 Motions

1.	Revisions to the <i>Model Law</i> and <i>Model Rules</i> are decided at the NCEES annual business meeting each year , <u>and any motion to amend the <i>Model Law</i> or the <i>Model Rules</i> presented at an annual business meeting by an entity other than the Committee on Uniform Procedures and Legislative Guidelines (UPLG) shall be referred to the UPLG Committee for review and revision of the language for inclusion before it is presented for Council vote at the next scheduled annual meeting.</u> By vote, the majority of NCEES member boards have agreed that the language in them represents the gold standard for engineering and surveying licensure requirements in the United States. The intent of NCEES in preparing these uniform model documents is to present its member boards with a high-level benchmark—and yet a sound and realistic guide—that will provide greater uniformity of qualifications for licensure, raise these qualifications to a higher level of accomplishment, and simplify the interstate licensure of engineers and surveyors.	Endorses	Consent Agenda	
2.	Model Law 110.20 Definitions <u>P. Positional accuracy—The extent to which horizontal and vertical information on a map or in a digital database matches true or accepted values that are relative to the earth’s surface or other reference datum</u>	Endorses	Consent Agenda	
3.	Model Rules 210.25 Inclusions and Exclusions to the Practice of Surveying B. Activities Excluded from the Practice of Surveying	Endorses	Consent Agenda	

	A distinction must be made in the use of electronic systems between making or documenting original measurements in the creation of survey products surveying deliverables , versus the copying, interpretation, or representation of those measurements in such systems. Further, a distinction must be made according to the intent, use, or purpose of measurement products in measurements derived from electronic systems to determine a definitive an authoritative location versus the use of those products measurements as a locational reference for planning, infrastructure management, and general information. The following items are not to be included as activities within the definition of the practice of surveying:			
UPLG 4.	Model Law 110.20 Definitions Q. Georeferenced—Being referenced, measured, or described in spatial terms relative to the earth’s surface or other reference datum	Endorses	Consent Agenda	
5.	Model Rules 210.25 Inclusions and Exclusions to the Practice of Surveying A. Activities Included within the Practice of Surveying 1. The creation of maps and or georeferenced databases representing authoritative locations for boundaries, the location of fixed works, or topography. This includes maps and georeferenced databases prepared by any person or government agency where that data is provided to the public as a survey product. B. Activities Excluded from the Practice of Surveying 6. Inventory maps and/ or databases created by any organization, in either hard-copy or electronic form, of physical features, facilities, or infrastructure that are wholly contained within properties to which they have rights or for which they have management responsibility. The distribution of these maps and or databases outside the organization must contain appropriate metadata describing, at a minimum, the accuracy, method of compilation, data sources and dates, and disclaimers of use clearly indicating that the data are not intended to be used as a survey product.	Endorses	Consent Agenda	
6.	Model Rules 210.25 Inclusions and Exclusions to the Practice of Surveying B. Activities Excluded from the Practice of Surveying 2. The transcription of previously georeferenced data into a GIS or LIS by manual or electronic means, and the maintenance thereof, provided the data are clearly not intended to indicate the authoritative location of property boundaries, the precise definition of the shape or contour of the earth, and/ or the precise location of fixed works of humans .	Endorses	Consent Agenda	
7.	Model Law 110.20 Definitions R. Surveying deliverables—Any map, database, report, or other similar electronic or printed deliverable that shows the authoritative location of features or coordinate systems. Surveying deliverables provide spatial information to a level of positional accuracy, whether that accuracy is stated, regulated, or implied.	Endorses	Consent Agenda	
8.	Model Rules 230.20 Experience A. As a Professional Engineer In evaluating experience that indicates to the board that the applicant may be competent to practice engineering, the following will be considered: 1. Experience must be progressive on engineering projects and must demonstrate an increasing quality and greater responsibility. Experience must be obtained in accordance with Model Law 130.10. 2. Only work of an engineering nature that follows graduation from a program that meets the criteria set forth in <i>Model Law</i> 130.10 B3 is acceptable. 3. Experience must not be obtained in violation of compliance with the licensure act. 4. Experience gained in the armed services must be of a character equivalent to that which would have been gained in the civilian sector doing similar work. 5. Experience should be gained under the supervision of a licensed professional engineer; if it is not, an explanation should <u>must</u> be made showing why the experience should be considered acceptable. Experience gained under the technical supervision of an unlicensed individual may be considered if the appropriate credentials of the unlicensed supervisor are submitted to the board. 6. Sales experience must demonstrate that engineering principles were required and used in gaining the experience. 7. Teaching experience must be in engineering or engineering-related courses at an advanced level in a college or university offering an engineering program of 4 years or more that is approved by the board. 8. Experience may be gained in engineering research and design projects by members of an engineering faculty where the program is approved by the board. 9. Experience must have been gained by the time of the application. 10. Experience in construction must demonstrate the application of engineering principles. 11. Experience should <u>must</u> include demonstration of a knowledge of engineering mathematics, physical and applied science, properties of materials, and the fundamental principles of engineering design. 12. Experience should <u>must</u> include demonstration of the application of engineering principles in the practical solution of engineering problems.	Endorses	Consent Agenda	

	<p>13. The board may deem professional experience acquired by applicants outside the United States to be equivalent to the minimum board requirements established by regulations for professional experience in that jurisdiction.</p> <p>B. As a Professional Surveyor In evaluating experience that indicates to the board that the applicant may be competent to practice surveying, the following will be considered:</p> <ol style="list-style-type: none"> 1. Experience must be progressive on surveying projects and must demonstrate an increasing quality and greater responsibility. Experience must be obtained in accordance with <i>Model Law</i> 130.10. 2. Experience must not be obtained in violation of compliance with the licensure act. 3. Experience gained in the armed services must be of a character equivalent to that which would have been gained in the civilian sector doing similar work. 4. Experience should be gained under the supervision of a licensed professional surveyor or, if not, an explanation should <u>must</u> be made showing why the experience should be considered acceptable. Experience gained under the technical supervision of an unlicensed individual may be considered if the appropriate credentials of the unlicensed supervisor are submitted to the board. 5. Teaching experience must be in surveying or surveying-related courses at an advanced level in surveying or surveying-related courses approved by the board. 6. A substantial portion of the eExperience must be spent in charge of work related to property conveyance and/or boundary line determination <u>must be demonstrated</u>. 7. Experience in the technical field aspects of the profession must be demonstrated. 8. Experience must have been gained by the time of the application. 9. Experience should <u>must</u> include demonstration of the application of surveying principles in the practical execution of surveying tasks. 10. Experience may be gained in surveying research projects by members of a surveying faculty where the program is approved by the board. 11. The board may deem professional experience acquired by applicants outside the United States to be equivalent to the minimum board requirements established by regulations for professional experience in that jurisdiction. 			
<p>UPLG 9.</p>	<p>Model Rules 240.20 Seals</p> <p>A. Seal of the Board The seal of this board is <i>[insert description of seal]</i> and shall be affixed to each certificate of licensure, certificate of authorization, and enrollment document.</p> <p>B. Seal of Licensee When an applicant is granted licensure, he or she must obtain a seal. It may be a rubber stamp. It <u>A licensee's seal</u> shall contain the following:</p> <ol style="list-style-type: none"> 1. Jurisdiction of licensure 2. Licensee's name 3. License number 4. The words "Professional Engineer" and discipline <i>[if licensed by]</i> or "Professional Surveyor" <p>C. Seal on Documents</p> <ol style="list-style-type: none"> 1. The seal and signature of the licensee and the date of signing shall be placed on all final engineering specifications, reports, drawings, plans, design information, and calculations or surveys, reports, plats, drawings, plans, and calculations whenever presented to a client or any public agency to certify that the work thereon was done by the licensee or under the responsible charge of the licensee. Working drawings or preliminary documents are not required to have a seal and signature if the working drawing or preliminary document contains a statement in large bold letters to the effect "PRELIMINARY, NOT FOR CONSTRUCTION, RECORDING PURPOSES, OR IMPLEMENTATION." 2. The seal and signature shall be placed on all original copy, tracings, or other reproducible documents so that the seal and signature will be reproduced when copies are made. 3. When the document contains more than one sheet, the first or title page shall be sealed and signed by the licensee who was in responsible charge. Two or more licensees may affix their signatures and seals provided that a note under the seal designates the specific subject matter for which each is responsible. In addition, each sheet shall be sealed and signed by the licensee or licensees responsible for that sheet. When a firm performs the work, each sheet shall be sealed and signed by the licensee or licensees who were in responsible charge of that sheet. 4. The seal and signature shall be placed on work only when it was under the licensee's responsible charge. The licensee shall sign and seal only work within the licensee's areas of competence. 5. Plans, plats, specifications, drawings, reports, and other documents will be deemed to have been prepared under the responsible charge of a licensee only when all the following conditions have been met and documented: <ol style="list-style-type: none"> a. The client requesting preparation of such plans, plats, specifications, drawings, reports, or other documents makes the request directly to the licensee, or a member or employee of the licensee's firm; b. The licensee supervises the preparation of the plans, plats, specifications, drawings, reports, or other documents and has input into their preparation prior to 	<p>Endorses</p>	<p>NON Consent Agenda</p>	

	<p>their completion;</p> <p>c. The licensee reviews the final plans, plats, specifications, drawings, reports, or other documents; and</p> <p>d. The licensee has the authority to, and does, make any necessary and appropriate changes to the final plans, plats, specifications, drawings, reports, or other documents.</p> <p>The licensee is responsible for meeting all of the preceding requirements whether the work is being performed remotely or locally.</p> <p>6. Any revision to a document containing the seal and signature of a licensee shall be described and dated. If the revisions are not done by the original licensee, the revisions must also be signed and sealed by the licensee in responsible charge of those revisions.</p> <p>7. In circumstances where a licensee in responsible charge of the work is unavailable to complete the work, or the work is a site adaptation of a standard design plan, or the work is a design plan signed and sealed by an out-of-jurisdiction licensee, a successor licensee may take responsible charge by performing all professional services to include developing a complete design file with work or design criteria, calculations, code research, and any necessary and appropriate changes to the work. The non-professional services, such as drafting, need not be redone by the successor licensee but must clearly and accurately reflect the successor licensee's work. The burden is on the successor licensee to show such compliance. The successor licensee shall have control of and responsibility for the work product and the signed and sealed originals of all documents.</p> <p>8. Computer generated seals not signed with a digital signature may be used on final original drawings provided that a handwritten signature is placed adjacent to or across the seal and the date is written below the seal. Drawings, specifications, plans, reports, and documents that do not require sealing may be transmitted electronically but shall have the generated seal, if any, removed before transmitting and shall have the following inserted in lieu of the signature and date: "This document originally issued and sealed by [insert name of licensee], P.E.# ____ / P.S.# ____ on [insert date of sealing]. This document should not be considered a sealed document."</p> <p><u>When a licensee is required to seal and sign engineering/surveying documents, one of the following methods must be used:</u></p> <p><u>a. Physical placement of a seal and a handwritten signature in permanent ink containing the name of person who applied it</u></p> <p><u>b. Digital placement of a seal and a handwritten or digital signature containing the name of person who applied it</u></p> <p>Drawings, reports, and documents that are signed using a digital signature must have an electronic authentication process attached to or logically associated with the electronic document. The digital signature must be</p> <p>a. Unique to the individual using it</p> <p>b. Capable of verification</p> <p>c. Under the sole control of the individual using it</p> <p>d. Linked to a document in such a manner that the digital signature is invalidated if any data in the document is changed.</p> <p>A digital signature that uses a process approved by the board will be presumed to meet the criteria set forth in subsections 8 a-d above. Any hard copy printed from the transmitted electronic file shall bear the facsimile of the signature and seal and be a confirmation that the electronic file was not altered after the initial digital signing of the file. Any alterations to the file shall cause the facsimile of the signature to be voided.</p>			
10.	<p>Model Law 140.10 Certificates of Licensure, Seals</p> <p>C. Each <u>Upon licensure, each</u> licensee hereunder must, upon licensure, may obtain a seal as described in Section 110.20 K of this Act. Documents must be sealed, signed, and dated in accordance with the Rules.</p>	Endorses	Consent Agenda	
11.	<p>Model Law 130.10 General Requirements for Licensure</p> <p>B. Engineering</p> <p>2. Licensure as a Professional Engineer</p> <p>a. Initial Licensure as a Professional Engineer</p> <p>An applicant who presents evidence of meeting the applicable education, examination, and experience requirements as described below shall be eligible for licensure as a professional engineer.</p> <p>(1) Education Requirements</p> <p>An individual seeking licensure as a professional engineer shall possess one or more of the following education qualifications:</p> <p>(a) A bachelor's degree in engineering from an EAC/ABET-accredited <u>bachelor's</u> program</p> <p>(b) A master's degree in engineering from an institution that offers EAC/ABET-accredited <u>master's</u> programs</p> <p>(c) A master's degree in engineering from an EAC/M-ABET-accredited program</p> <p>(d) An earned doctoral degree in engineering acceptable to the board</p> <p><u>(c) A bachelor's, master's, or doctoral degree in engineering from a non-EAC/ABET-accredited program. This individual's education must be shown to meet the NCEES Engineering Education Standard.</u></p>	Endorses	Consent Agenda	

	<p>(2) Examination Requirements An individual seeking licensure as a professional engineer shall take and pass the NCEES Fundamentals of Engineering (FE) examination and the NCEES Principles and Practice of Engineering (PE) examination as described below.</p> <p>(a) The FE examination may be taken by a college senior or graduate of an engineering program of 4 years or more accredited by EAC/ABET, of a program that meets the requirements of the NCEES Education Standard, or of an engineering master's program accredited by EAC/ABET.</p> <p>(b) The PE examination may be taken by an engineer intern.</p> <p>(3) Experience Requirements An individual seeking licensure as a professional engineer shall present evidence of a specific record of <u>4 years of progressive engineering experience satisfying one of the following described below after a qualifying degree is conferred as described in a(1) above</u>. This experience should be of a grade and character that indicate to the board that the applicant may be competent to practice engineering. <u>Exceptions to length of experience are as follows:</u></p> <p>(a) <u>An individual with a bachelor's degree in engineering per (1)(a) above: 4 years of experience after the bachelor's degree is conferred</u></p> <p>(b) <u>An individual with a master's degree in engineering per (1)(b) or (1)(c) above acceptable to the board: 3 years of experience after the qualifying bachelor's degree is conferred as described in a(1)(a) or a(1)(c) above</u></p> <p>(c) <u>An individual with an earned doctoral degree in engineering acceptable to the board and who has passed the FE exam: 2 years of experience</u></p> <p>(d) <u>An individual with an earned doctoral degree in engineering acceptable to the board and who has elected not to take the FE exam: 4 years of experience</u></p> <p><u>A graduate degree that is used to satisfy education requirements cannot be applied for experience credit toward licensure. To count for experience credit, graduate degrees shall be a progression of the applicant's bachelor's degree in engineering and relevant to the area of practice.</u></p> <p><u>Experience credit for a graduate degree cannot be earned concurrently with work experience credit.</u></p>			
12.	<p>Model Rules 230.20 Experience</p> <p>A. As a Professional Engineer In evaluating experience that indicates to the board that the applicant may be competent to practice engineering, the following will be considered:</p> <ol style="list-style-type: none"> 1. Experience must be progressive on engineering projects and must demonstrate an increasing quality and greater responsibility. Experience must be obtained in accordance with <i>Model Law 130.10</i>. 2. Only work of an engineering nature that follows graduation from a program that meets the criteria set forth in <i>Model Law 130.10 B3</i> is acceptable. 3. <u>A graduate degree that is used to satisfy education requirements cannot be applied for experience credit toward licensure. To count for experience credit, graduate degrees shall be a progression of the applicant's bachelor's degree in engineering and relevant to the area of practice. Experience credit for a graduate degree cannot be earned concurrently with work experience credit.</u> 34. Experience must not be obtained in violation of the licensure act. 45. Experience gained in the armed services must be of a character equivalent to that which would have been gained in the civilian sector doing similar work. 56. Experience should be gained under the supervision of a licensed professional engineer; if it is not, an explanation should be made showing why the experience should be considered acceptable. Experience gained under the technical supervision of an unlicensed individual may be considered if the appropriate credentials of the unlicensed supervisor are submitted to the board. 67. Sales experience must demonstrate that engineering principles were required and used in gaining the experience. 78. Teaching experience must be in engineering or engineering-related courses at an advanced level in a college or university offering an engineering program of 4 years or more that is approved by the board. 89. Experience may be gained in engineering research and design projects by members of an engineering faculty where the program is approved by the board. 910. Experience must have been gained by the time of the application. 1011. Experience in construction must demonstrate the application of engineering principles. 1112. Experience should include demonstration of a knowledge of engineering mathematics, physical and applied science, properties of materials, and the fundamental principles of engineering design. 1213. Experience should include demonstration of the application of engineering principles in the practical solution of engineering problems. 1314. The board may deem professional experience acquired by applicants outside the United States to be equivalent to the minimum board requirements established by regulations for professional experience in that jurisdiction. 	Endorses	Consent Agenda	

Western Zone Motion

MOTION: Mr. President, I request the privilege of the floor to make the following resolution on behalf of the Western Zone:

WHEREAS: *Bylaws* 6.02 establishes the rules for quorum and voting at the annual meeting and provides for each member board to have one vote; and

WHEREAS: The current voting structure does not reflect the constituents served by the member boards; therefore, be it

RESOLVED: That a Special Committee on Bylaws be charged with incorporating the following amendments into *Bylaws* 6.02:

Section 6.02 Quorum and Voting. A quorum for the transaction of business at the Annual Business Meetings of the Council shall be delegates from a majority of Member Boards. A majority vote of the Member Boards represented shall be required for affirmative action unless otherwise provided for in the *Bylaws*.

Only Member Boards shall be entitled to vote. Voting shall be by Member Boards, with each board entitled to one vote. Member boards that regulate one profession, either engineering or surveying, shall be entitled to one vote. Member boards that regulate both the professions of engineering and surveying shall be entitled to two votes. No state, as defined in *Bylaws* 1.02, shall be entitled to more than two votes, with the exception of Illinois. The Illinois Board of Structural Engineering will retain its vote, giving Illinois a total of three votes.

If a Member Board is represented by more than one delegate present at the time of voting, the vote may be split proportionately if its delegates wish. An associate member may serve as a Member Board delegate for voting purposes only when so designated by the Member Board’s chair through written, signed communication presented to NCEES staff prior to the opening session of the meeting. For Member Boards that require authorization from the state, such designation may come from the agency director for that board.

Rationale

As regulatory boards, our mission is to protect the health, safety, and welfare of the public that we serve. Part of our duties and responsibilities in accomplishing our mission is to represent our state, district, or territory at the national level through participation in NCEES.

NCEES is comprised of 70 member boards, which represent a total of 55 states (as defined in the *Bylaws* 1.02, the word “state” means “any state, territory, or political subdivision of the United States of America”). The current NCEES *Bylaws* provides one vote to each member board. Thirteen states have two boards, one representing engineers and one representing surveyors. One state has three boards: one for engineering, one for surveying, and one for structural engineering. This means that 14 states—those with two or more boards—have more than one vote on matters before the Council.

Representation before the Council should be reflective of the constituents served by the member boards. As shown in Table 1, the current model does not reflect the constituents served by the member boards. A more equitable and manageable model for representation in the Council would be two votes per state rather than one vote per member board.

Impact on NCEES member boards if motion passes

The 14 states that currently have two or more boards representing engineering and surveying independently will realize no change. Each board will have a vote and retain its funded delegates.

The 41 states that currently have one board representing engineers and surveyors will add one vote.

No position

NON Consent Agenda

Table 1: Zone data for votes and licensee populations

Zone	Licensees	Population	Current	Proposed	Licensees	Population	Current	Proposed
Central	179,373	67,941,429	17	25	19%	21%	24%	23%
Northeast	179,421	65,690,294	20	26	19%	21%	29%	23%
Southern	305,758	106,727,311	18	30	33%	34%	26%	27%
Western	275,351	76,882,561	15	30	29%	24%	21%	27%
Totals	939,903	317,241,595	70	111	100%	100%	100%	100%

Commonly asked questions

Question: For states that have more than one board, will proxy voting be allowed if one of the boards is not able to attend?

Answer: This proposal does not seek to change current rules about proxy voting. Any change to current rules would need to be presented through a separate resolution.

Question: Will our member dues increase or double?

Answer: This proposal does not seek to change the current member board fee structure. The current member dues structure, the total revenue generated from board dues, and benefits provided from the dues are provided below.

Current dues structure

Tier	Number of registrants/ licensees	Amount of dues	Jurisdictions paying	Effective date	Revenue generated
1	1 to 150	\$750	Northern Mariana Islands	Jan 1, 2009	\$750
2	151 to 500	\$2,600	Delaware LS, Nebraska LS, New Hampshire LS, Rhode Island LS, Vermont LS	Jan 1, 2009	\$15,600
3	501 or more	\$6,500	All others (64 boards)	Jan 1 2007	\$409,500
Total revenue					\$425,850

Membership benefits

As an NCEES member, each board gets to help determine what the model governance documents for the licensure of engineers and surveyors will contain; the content and format of the examinations used to determine minimal competence for both professions; representation on the board of the governing group that develops the engineering curricula for engineering programs; a portfolio program that aids in evaluating applications for licensure via comity provisions; various hosted communication boards and listserv to allow networking with other NCEES member boards; a vote in determining the leadership of NCEES; and a vote on all NCEES fees and policies. NCEES also funds some board members to travel to the annual meeting and to interim zone meetings.

These member boards (the Council) attend an annual business meeting each August to vote on motions and resolutions presented by NCEES committees, task forces, zones, the board of directors, and individual boards. NCEES boards also vote to fill open spaces on the board of directors. Most items voted on by the Council require a simple majority; changes to the Council's Bylaws require a two-thirds majority.

Comment: We are a federation of boards; voting should not be proportional to licensees.

Response: We agree that a voting model based on either licensees or population is not appropriate for NCEES. However, the data for licensees and populations does show that there is an inequity in the current voting structure. This is why we have proposed a model where each state gets an equal number of votes.

We would also point out that decisions on merging boards are made by legislatures and are not decisions made by boards. Thus, the fact that a state such as Washington has a single board and Delaware has two is a political decision. As such, a model where each board is allocated a vote for the engineering and surveying professions it regulates is more equitable than the current model.

**BOARD CORRESPONDENCE
SENT SINCE APRIL 2017**



THE STATE
of **ALASKA**

GOVERNOR BILL WALKER

Department of Commerce, Community,
and Economic Development

BOARD OF REGISTRATION FOR ARCHITECTS,
ENGINEERS AND LAND SURVEYORS

P.O. Box 110806
Juneau, Alaska 99811-0806
Main: 907.465.1676
Fax: 907.465.2974

July 18, 2017

College of Engineering
University of Alaska, Anchorage
3211 Providence Drive
Anchorage, AK 99508

[REDACTED]

Re: Arctic Engineering Courses

[REDACTED]

Thank you for the opportunity to review your university's arctic engineering courses. The State of Alaska Board of Architects, Engineers, and Land Surveyors reviewed the provided information and determined that the following courses still provide the training necessary to practice a design discipline in an arctic environment.

1. CE603 Arctic Engineering (Semester Web-Based Course)
2. ES AC030 Fundamentals of Arctic Engineering (Web-Based Short Course)
3. ES A411 Northern Design
4. CE A403 Arctic Engineering (Semester Web-Based Course)
5. ES AC031 Introduction to Arctic Engineering (Short Course)

Respectfully yours,

BOARD OF ARCHITECTS, ENGINEERS, AND LAND SURVEYORS

Dave Hale, PLS
Chair

DRAFT



THE STATE
of **ALASKA**

GOVERNOR BILL WALKER

Department of Commerce, Community,
and Economic Development

BOARD OF REGISTRATION FOR ARCHITECTS,
ENGINEERS AND LAND SURVEYORS

P.O. Box 110806
Juneau, Alaska 99811-0806
Main: 907.465.1676
Fax: 907.465.2974

July 18, 2017

College of Engineering and Mines
University of Alaska, Fairbanks
PO Box 755960
Fairbanks, AK 99775-5960



Re: Arctic Engineering Courses



Thank you for the opportunity to review your university's arctic engineering courses. The State of Alaska Board of Architects, Engineers, and Land Surveyors reviewed the provided information and determined that the following courses still provide the training necessary to practice a design discipline in an arctic environment.

1. CE 603 Arctic Engineering (Semester Course)
2. CE 603 Arctic Engineering (Web Based Course)

Respectfully yours,

BOARD OF ARCHITECTS, ENGINEERS, AND LAND SURVEYORS

Dave Hale, PLS
Chair

DRAFT



THE STATE
of **ALASKA**

GOVERNOR BILL WALKER

Department of Commerce, Community,
and Economic Development

BOARD OF REGISTRATION FOR ARCHITECTS,
ENGINEERS AND LAND SURVEYORS

P.O. Box 110806
Juneau, Alaska 99811-0806
Main: 907.465.1676
Fax: 907.465.2974

July 18, 2017

Professional & Continuing Education
University of Washington
Box 359485
Seattle, WA 98195-9490

[REDACTED]

Re: Arctic Engineering Courses

[REDACTED]

Thank you for the opportunity to review your university's arctic engineering course entitled Cold Regions Engineering Short Course. The State of Alaska Board of Architects, Engineers, and Land Surveyors reviewed the provided information and determined that the following courses still provide the training necessary to practice a design discipline in an arctic environment.

Respectfully yours,

BOARD OF ARCHITECTS, ENGINEERS, AND LAND SURVEYORS

Dave Hale, PLS
Chair

DRAFT

From: Jones, Alysia D (CED)

Sent: Thursday, July 06, 2017 9:01 AM

Subject: AELS Inquiry - Validity of Seal on Documents

Good morning, [REDACTED]

Thank you for your patience. I passed on your question to one of our board members for guidance and here is our response.

12AAC36.195 deals with site adaptation of design documents. It does not appear that someone at the Municipality of Anchorage (MOA) is taking your stamped drawings and re stamping them without your permission. If they are you need to file a complaint with any corroborating evidence. The AELS board would caution any engineer from stamping what is typically within the expertise of architecture to determine occupancy classifications and requirements for such structures. While under State Statute single family residences are exempt, if the plans are stamped they **MUST** be stamped by the appropriate design professional.

Regarding the refusal to accept signed drawings. If the documents are stamped by the appropriate licensed design professional I believe there is a process for appealing the MOA appraisal. At that point you can present your stamped drawings and offer a visual exterior and interior inspection to prove your case. The MOA has a process in place for verification of information. I don't believe they just accept whatever anyone submits to them even if it is an architect or engineer.

Although you did not provide stamped plans for our review it appears that you may in violation of AELS statutes and regulations by stamping a complete set of construction documents. You indicated you are a mechanical engineer, which does not authorize you to stamp other work such as structural, civil, electrical, architectural etc.

I hope this information is helpful.

Best regards,

Alysia D. Jones

Executive Administrator

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

907.465.1676

[Alaska AELS Board Website](#)

From: Jones, Alysia D (CED)

Sent: Thursday, July 06, 2017 9:33 AM

To: 'Hanson, Brian' [REDACTED]

Subject: RE: AELS Inquiry - Validity of Seal on Documents

Thanks.

From: Hanson, Brian [REDACTED]
Sent: Thursday, July 06, 2017 9:04 AM
To: Jones, Alysia D (CED) <alysia.jones@alaska.gov>
Subject: RE: AELS Inquiry - Validity of Seal on Documents

Here try this one instead. Meant to make a couple minor edits.

12AAC36.195 deals with site adaptation of design documents. It does not appear that someone at the Municipality of Anchorage (MOA) is taking your stamped drawings and re stamping them without your permission. If they are you need to file a complaint with any corroborating evidence.

Regarding the refusal to accept signed drawings. If the documents are stamped by the appropriate licensed design professional I believe there is a process for appealing the assessment. At that point you can present your stamped drawings and offer a visual exterior and interior inspection to prove your case. The MOA has a process in place for verification of information I don't believe they just accept whatever anyone submits to them even if it is an architect or engineer.

Although you did not provide stamped plans for our review it appears that you may in violation of AELS statutes and regulations by stamping a complete set of construction documents. You indicated you are a mechanical engineer, which does not authorize you to stamp other work such as structural, civil, electrical, architectural etc.

Brian R. Hanson, P.E.
[REDACTED]
[REDACTED]

From: Jones, Alysia D (CED) [<mailto:alysia.jones@alaska.gov>]
Sent: Thursday, July 06, 2017 9:01 AM
To: Hanson, Brian
Subject: RE: AELS Inquiry - Validity of Seal on Documents

Thanks Brian. I appreciate your help with this one.

Hope you and your family had a nice 4th.

Alysia

From: Hanson, Brian [REDACTED]
Sent: Thursday, July 06, 2017 8:54 AM
To: Jones, Alysia D (CED) <alysia.jones@alaska.gov>
Subject: RE: AELS Inquiry - Validity of Seal on Documents

Here is the response.

Brian R. Hanson, P.E.

[REDACTED]
[REDACTED]

From: Jones, Alysia D (CED) [<mailto:alysia.jones@alaska.gov>]
Sent: Wednesday, June 28, 2017 2:41 PM
To: Hanson, Brian
Subject: RE: AELS Inquiry - Validity of Seal on Documents

Brian,
Here is the email we discussed. Please advise on how best to respond.

Thank you!

Alysia D. Jones
Executive Administrator

*Alaska State Board of Registration for
Architects, Engineers and Land Surveyors*
907.465.1676
[Alaska AELS Board Website](#)

From: [REDACTED]
Sent: Monday, June 26, 2017 3:28 PM
To: Jones, Alysia D (CED) <alysia.jones@alaska.gov>
Subject: Fwd: AELS Inquiry - Validity of Seal on Documents

[REDACTED]
[REDACTED]
[REDACTED]

To:
alysia.jones@alaska.gov

[REDACTED]

Sent:
Mon, 26 Jun 2017 15:17:28 -0800
Subject:
AELS Inquiry - Validity of Seal on Documents

Alysia Jones

QUESTIONS;

Is the Municipality of Anchorage Assessors Office in violation of the AELS Registration Act by revising the Occupancy Classifications to ONLY "finished living area" and "garage"? **12 AAC 36.195**

Does the AELS Registration Act need to be reviewed and modified in some way to preclude the Assessors Office from refusing to accept the validity of Sealed Construction Documents?

[REDACTED]

This matter has been bothering me for some time now The Municipality of Anchorage Assessors Office is refusing to accept the validity of the Sealed Construction Documents as the basis for the usage and occupancy of the various areas of my single family residence. They are claiming everything but the garage to be "**finished living area**" even though the Sealed Documents state otherwise.

The Construction Documents show Garage, Crawlspace, Storage and Unfinished areas. The IBC and IRC (Building and Residential Codes) Occupancy Classifications are R-3 (single family), S (non-hazardous storage), U (utility, private garage, and other non-specific occupancy *such as workshops and other non-habitable spaces*). It is a single structure on a residential (R-10 SL) lot.

The complete set of Construction Documents were prepared by me, or under my direction and control, and bear my Seal as the Licensed Profession of Record in "responsible charge" for the project.

The Construction Documents were prepared for the purpose of obtaining a Land Use Permit because the home is built outside the Muni Building Service Area (i.e., no Plan Review and no Inspections by the Muni Building Inspection Dept.). While my P.E. is for Mechanical (**NOT** limited to heating, cooling and plumbing) my consultants, advisors and reviewers included **Alaska Licensed** architect, civil engineer, electrical engineer, geotechnical engineer, structural engineer and land surveyor.

Thank you for considering these questions. I look forward to your reply.

[REDACTED]

From: [Jones, Alysia D \(CED\)](#)
To: ["Colin Maynard"](#)
Subject: RE: Question: Use of old standard drawings
Date: Tuesday, June 27, 2017 10:24:00 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Thanks Colin.

I'll make a note to bring it up at the August meeting and think this type of information would be extremely beneficial in the Guidance Manual.

Thanks again,
Alysia

From: Colin Maynard [REDACTED]
Sent: Tuesday, June 27, 2017 10:02 AM
To: Jones, Alysia D (CED) <alysia.jones@alaska.gov>
Cc: Hanson, Brian [REDACTED]
Subject: Re: Question: Use of old standard drawings

My responses are:

- 1) The drawing must be resealed by the engineer for every project. It is required that the seal have the current date and the engineer has verified that the design is appropriate for each specific re-use. One can re-use typical details but they will be signed off on by the engineer in responsible charge of each project.
- 2) A State agency can use drawings from 20 to 30 years ago, as long as there is a current engineer signing off on their appropriateness. They cannot use the original signature as that approval.
- 3) The only way to use the drawings, is if the engineer is reviewing each use. If s/he no longer works for the State agency, they need to hire that engineer or have another engineer take responsibility for the design.
- 4) Once again, this engineer would have to approve the use of his drawing and reseal it for each project. If s/he has a retired license, that is no longer possible (barring re-instatement). If the license is still valid, s/he would have to be hired for each project or have another engineer take responsibility for the design.
- 5) One cannot re-use drawings from a deceased engineer. Using the drawings on the project for which s/he signed the drawings is acceptable. But another engineer will have to take responsibility for any other installations.

I think this is pretty clear, but we may want to address it at the August meeting to make sure my interpretation agrees with the rest of the Board.

Colin

On 6/26/2017 4:04 PM, Jones, Alysia D (CED) wrote:

Colin,

Can you help with the question below?

I know we cannot provide legal counsel, but I'm not sure how to respond other than direct him to:

12 AAC 36.185. USE OF SEALS

12 AAC 36.195. SITE ADAPTATION AND FIELD ALTERATIONS OF SEALED DOCUMENTS

And the guidance manual, which contains some Q&As regarding seals and stamping, although I don't think they specifically address his questions. .

Thanks,

Alysia

From: [REDACTED]
Sent: Monday, June 26, 2017 10:23 AM
To: Hackenmiller, Sarena E (CED) <sarena.hackenmiller@alaska.gov>
Cc: [REDACTED]
Subject: Use of old standard drawings

Good Morning,

For an Alaska State agency, is it legal to:

- Use drawings sealed by a professional engineer on multiple projects? Drawing is not changed nor is there a fresh signature.
- Use drawings sealed by a professional engineer that are from 20 to 30 years past?
- Use drawings sealed by a professional engineer that no longer works for the government agency?
- Use drawings sealed by a professional engineer that is retired?
- Use drawings sealed by a professional engineer that is deceased?

The drawings are never resealed, signed, dated. The drawings are inserted into the project documents each project.

Thank you.

[REDACTED]

OLD BUSINESS

12 AAC 36.060. ELIGIBILITY FOR ARCHITECT EXAMINATION AND REGISTRATION.

- (a) To be eligible for the architect registration examination required in 12 AAC 36.100(b), an applicant must submit
- (1) an application showing that the applicant meets the education requirements specified in 12 AAC 36.061; and
 - (2) an NCARB Record Summary in Support of Application for Examination.
- (b) To be eligible for registration by examination as an architect in this state, an applicant must
- (1) submit an application in compliance with 12 AAC 36.010;
 - (2) meet the education requirements specified in 12 AAC 36.061;
 - (3) complete the NCARB Intern Architect Development Program (IDP);
 - (4) satisfy the arctic and seismic requirements of 12 AAC 36.110; and
 - (5) successfully pass the examinations required in 12 AAC 36.060 and 12 AAC 36.100.

Authority: AS 08.48.101 AS 08.48.171 AS 08.48.181

12 AAC 36.061. ARCHITECT EDUCATION REQUIREMENTS.

- (a) To be eligible for registration as an architect in this state, an applicant must
- (1) have a professional degree in architecture from an academic institution accredited by the National Architectural Accrediting Board (NAAB) or certified by the Canadian Architectural Certification Board (CACB) not later than two years after the degree was received;
only a bachelor of architecture or a master of architecture satisfies the requirements for a professional degree under this paragraph;
four-year pre-professional degrees in architectural studies or post-professional degrees in a related field do not satisfy the requirements for a professional degree under this paragraph; or
 - (2) satisfy the minimum education requirements of the NCARB Education Standard as prescribed in the NCARB publication *NCARB Education Standard, 2010* and adopted by reference.
- (b) To verify compliance with (a) of this section, the board will only accept documentation from NCARB of the applicant's education credentials, and the applicant must have NCARB transmit its verification to the board by
- (1) an NCARB "Council Record With Application for Jurisdiction Registration With Council Certification," commonly known as an "NCARB Green Cover IDP Council Record," if the applicant is applying for registration by examination; or
 - (2) an NCARB Council Certificate, commonly known as an "NCARB Blue Book," if the applicant is applying for registration by comity.

Authority: AS 08.48.101 AS 08.48.171

From: Hanson, Brian [REDACTED]
Sent: Thursday, May 25, 2017 3:50 PM
To: Hackenmiller, Sarena E (CED) <sarena.hackenmiller@alaska.gov>
Subject: RE: MLE Data

This is one of the things I am trying to do with the NCEES record changes.

Brian R. Hanson, P.E.
[REDACTED]

From: Hackenmiller, Sarena E (CED) [<mailto:sarena.hackenmiller@alaska.gov>]
Sent: Thursday, May 25, 2017 3:48 PM
To: Hanson, Brian
Subject: FW: MLE Data

Brian,

Thought you'd find this interesting: **59/73** people who submitted a NCEES Council Record to us since 6/2016 are MLE (some are also MLSE). I'm going to be submitting data and information in August in support of staff delegation to approve MLE and NCARB Certificate holders. The applications in need of review will also clearly be marked as MLE or not so that we can see if they are more or less likely to be approved.

Please let me know if you have any historical context or information. I did find the original motion to do this in 2005 through our minutes. It died after the regulation project in 2006 because law said we needed a more in-depth checklist, [like that in the Nursing program](#). It kind of fades after that and I'm unsure if it was ever picked up again.

I hope you enjoyed your trip to the Western Zones meeting,

Sarena

Sarena E. Hackenmiller

Licensing Examiner

907-465-2540

[Alaska AELS Board Website](#)

Please reply directly to this e-mail for tracking.

PLEASE NOTE: Mail must be receipted and scanned into a database. It can take up to 7 days to arrive in my inbox once it has been received in the office. Only sensitive information such as payment or social security numbers must be mailed; everything else can be e-mailed.

From: Jones, Alysia D (CED)

Sent: Thursday, May 25, 2017 3:41 PM

To: Hackenmiller, Sarena E (CED) <sarena.hackenmiller@alaska.gov>

Subject: RE: MLE Data

Great information! Thank you!

Looking forward to more numbers.

A

From: Hackenmiller, Sarena E (CED)

Sent: Thursday, May 25, 2017 3:33 PM

To: Jones, Alysia D (CED) <alysia.jones@alaska.gov>

Subject: MLE Data

Data Info #1

59/73 of the people who submitted NCEES Council Records to the Alaska Board since June 2016 are MLE.

More to come!

Sarena E. Hackenmiller

Licensing Examiner

Alaska Board of **Architects, Engineers, & Land Surveyors (AELS)**

907-465-2540

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

Background information

Position Paper Software Engineering Licensure Committee

It is the current practice of the Alaska Board to consider adopting additional engineering licensure disciplines as NCEES exams are made available, ABET accredited engineering degree programs are available, and where the Board recognizes the licensure of the new discipline as being in the best interest of the public within the State of Alaska.

Recently, May 2, 2012, NCEES made a press release for the offering of a Software Engineering PE Exam beginning April of 2013. NCEES President, Dale Jans P.E., was quoted-

“With software engineering crucial to so many engineering projects, it’s important to regulate its practice in order to protect the health, safety, and welfare of the public,”

This press release, along with a public inquiry regarding the licensure of Software Engineers has initiated the Alaska Board to acknowledge the consideration of adopting the licensure of Software Engineers (Paddock, 2012). A quick search of ABET accredited 4 year bachelor’s of science degree programs for software engineers results in 22 corresponding programs. This is a clear indication of recognized education institutions and NCEES exam support the education and examination professional software engineers.

To be determined is whether the licensing of Software Engineers would be in the best interest of the public of Alaska. An inquiry was made to IEEE-Alaska, as to whether they have a position on the licensure. In their response they indicated the existence of software engineering, which is currently thought to be a subpart of electrical engineering, but posed concerning questions regarding topics such as the purpose, ethics, and professional group oversight...and an initial position in opposition of the licensure of software engineers. Their response was very helpful and provided guidance for further inquiry, which led to the findings from IEEE-USA position and resources on the subject. The following are summarized responses derived from these resources addressing general questions about the “best interest” of licensing software engineers.

What is Software Engineering?

IEEE defines software engineering as:

- “(1) The application of a systematic, disciplined, quantifiable approach to the development, operation, and maintenance of software; that is, the application of engineering to software.**
- (2) The study of approaches as in (1).”**

IEEE defines software as:

“Computer programs, procedures, and possibly associated documentation and data pertaining to the operation of a computer system.”

What is the purpose of Software Engineering Licensure?

IEEE-USA has provided a software engineering licensure standard publication to discuss the importance of licensing software engineers, consistent view of, scope of practice, body of knowledge, and foundation for development of licensure (IEEE-USA, 2012). The publication also describes that the licensure of software engineers is important to “safeguard life, health, and property and to promote the public welfare.” It also describes that “software has become a pervasive component of many systems,

Background information

devices, and tools.” Where the “development of the software falls under the practice of engineering and must be performed by a licensed engineer with knowledge in the area of software.”

Is there a Software Engineering Society?

The IEEE Computer Society appears to be the primary society regarding software engineering peer review and guidance resources for professional software engineers. Within IEEE Computer Societies “About Us” description they acknowledge that they are the world’s leading membership organization for a list of professionals that include software engineers, and help to lead this community of professionals.

Is there Guidance to the Ethics of Software Engineering?

The IEEE Computer Society has produced The Guide to the Software Engineering Body of Knowledge (2004), which among many topics also addresses codes of conduct and ethics regarding professional software engineers.

It is the recommendation of the Software Engineering Licensure Committee, that a proposed regulation for licensing software engineers be considered. There are sufficient findings that support the presence of qualified education, testing, and an interest to the State of Alaska to support adopting the new discipline for licensure.

References:

1. Laplante, Phillip A., CSDP, PE, PhD, Professor of Software Engineering, Penn State University
2. IEEE Computer Society, Guide to the Software Engineering Body of Knowledge, 2004, <http://www.computer.org/portal/web/swebok/html/ch1>
3. IEEE Computer Society, About Us, <http://www.computer.org/portal/web/about>, 2012.
4. IEEE-USA, Software Engineering Practice Standards; Licensure Guide, 2012.
5. IEEE Computer Society, IEEE Standard Glossary of Software Engineering Terminology, 1990, <http://web.ecs.baylor.edu/faculty/grabow/Fall2011/csi3374/secure/Standards/IEEE610.12.pdf>
IEEE Standards Source: <http://standards.ieee.org/findstds/standard/610.12-1990.html>
6. NCEES, NCEES Introduces PE Exam for Software Engineers, May 2012.
7. NCEES, Principles and Practice of Engineering Examination; Software Engineering Exam Specifications, 2013, http://cdn1.ncees.co/wp-content/uploads/2012/11/Exam-specifications_PE-Software-Apr-2013.pdf
8. Paddock, Bob, RE: Will there be a Software Engineer License?, Email correspondence to the Board dated July 22, 2012.
9. ABET, Find Accredited Programs, Software Engineering 4 Year Bachelor’s of Science Search, <http://main.abet.org/aps/Accreditedprogramsearch.aspx>, 2013.
10. IEEE-Alaska, Software Engineer Licensure, Letter correspondence to the Board dated October 19, 2012.

GUIDANCE MANUAL

Board of Registration for Architects, Engineers
and Land Surveyors



July 2017 Edition

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PURPOSE

This Guidance Manual is prepared for use by government, building, planning, and public officials as well as architects, engineers, land surveyors, and landscape architects. Published by the Alaska State Board of Registration for Architect, Engineers, and Land Surveyors (AELS), the intent of this manual is to aid in understanding laws that govern architecture, engineering, land surveying, and landscape architecture.

The Alaska Statutes, Regulations, Municipal Building and Zoning Codes, and Ordinances will take precedence over any conflict with information contained in this manual.

INTRODUCTION

Professional registration laws are meant to work together with regulations, building and zoning codes, and ordinances to protect the public's health, safety, and welfare. Jurisdictions and boards such as AELS, exist to protect the public from unsafe structures and site conditions. Building officials promulgate and enforce building code requirements to protect public health and safety. Planning and public safety officials enforce similar regulations.

This Guidance Manual focuses on basic information and is not intended to address all questions concerning the practice of architecture, engineering, land surveying, and landscape architecture. Professionals in these disciplines must complete education criteria, satisfy training standards, and pass rigorous technical and practice examinations (Alaska Statute 08.48; AELS Regulation 12 AAC 36). The Public is protected through compliance and enforcement by Alaska State Registration Officials.

Architects, engineers, land surveyors, and landscape architects are charged with safeguarding the public's health, safety, and welfare through execution of their professional responsibilities and duties. This Guidance Manual contains information related to the application of sound judgment, ethical management, and proper execution anticipated by professionals regulated by AELS. This guidance manual contains items found within the Alaska Statute as well as recommended minimum practices and AELS board policies. The manual attempts to address frequently asked questions and does not modify any statutory requirements.

Architect, engineers, land surveyors, and landscape architects are advised to contact local building, planning, and public safety officials with regard to specific site and building regulations, ordinances, codes, and permits, and to address requirements that may vary between jurisdictions. For further information or assistance concerning AELS board requirements, contact the AELS board or the Division of Corporation, Business and Professional Licensing:

AELS CONTACT INFORMATION

Division of Corporation, Business and Professional
Licensing

PO Box 110806

Juneau, AK 99811-0806

P: 907.465.1676 (Executive Administrator)

907.465.2540 (Licensing Examiner)

F: 907.465.2974

AELSboard@alaska.gov

Division of Corporations, Business and
Professional Licensing

Atwood Building

550 West 7th Avenue, Suite 1500

Anchorage, AK 99501

P: 907.269.8160 (Investigator)

F: 907.269.8156

Important AELS & Division Web Addresses:

AELS Homepage:

<http://commerce.alaska.gov/dnn/cbpl/ProfessionalLicensing/BoardofArchitectsEngineersandLandSurveyors.aspx>

AELS Statutes and Regulations

<https://www.commerce.alaska.gov/web/Portals/5/pub/aelsstatutesregs.pdf>

Current registrations for professionals may be checked by querying the Division database at:

<https://www.commerce.alaska.gov/CBP/Main/>

State Fire Marshal

The State Fire Marshal is an Alaska state building official who conducts plan reviews for all construction outside of exempted occupancies that have been granted deferrals. The State Fire Marshal adopts the building code as authorized by AS 18.70 and defined by 13 AAC 50.55.

State Fire Marshal's Office

State of Alaska

Division of Fire Protection

5700 East Tudor Road

Anchorage, AK 99507-1225

P: 907.269.5491

OFFICES OF BUILDING AND PLANNING OFFICIALS

Municipality of Anchorage

4700 S. Bragaw St.
Anchorage, AK 99507
Phone: (907) 343-8301
<https://www.muni.org/pages/default.aspx>

City of Kenai

210 Fidalgo Ave, Suite 200
Kenai, AK 99611
(907) 283-7353
<http://www.ci.kenai.ak.us/>

City of Soldotna

177 N. Birch St.
Soldotna, AK 99669
(907) 262-9107
<http://www.ci.soldotna.ak.us/>

City of Homer

3575 Heath St.
Homer, AK 99603
(907) 235-3170
<http://www.cityofhomer-ak.gov/>

City of Whittier

P.O. Box 608
Whittier, AK 99693
(907) 472-2340
<http://www.cityofwhittier.org/>

City of Unalaska

P.O. Box 610
Unalaska, AK 99692
(907) 581-1260
<http://ci.unalaska.ak.us/>

City of Fairbanks

800 Cushman St.
Fairbanks, AK 99701
Phone: (907) 459-6720
<http://www.fairbanksalaska.us/>

City of Kodiak

710 Mill Bay Rd.RM. 208
Kodiak, AK 99615
(907) 486-8070
<http://www.city.kodiak.ak.us/>

City of Sitka

100 Lincoln St.
Sitka, AK 99835
(907) 747-1807
<http://www.cityofsitka.com/>

City of Valdez

P.O. Box 307
Valdez, AK 99686
(907) 835-4313
<http://www.ci.valdez.ak.us/>

City of Palmer

645 E. Cope Industrial Way
Palmer, AK 99645
(907) 745-2371
<http://www.cityofpalmer.org/>

Kenai Peninsula Borough

144. N. Binkley Street
Soldotna, AK 99669
(907) 262-4441
<http://www.kpb.us/>

City of Juneau

155. S. Seward Street
Juneau, AK 99801
(907) 586-0770
<http://www.juneau.org/>

City of Seward

P.O. Box 1397
Seward, AK 99644
(907) 224-4071
<http://www.cityofseward.us/>

City of Ketchikan

2930 Tongass Ave.
Ketchikan, AK 99901
(907) 228-4737
<http://www.ktn-ak.us/>

City of Cordova

P.O. Box 1210
Cordova, AK 99574
(907) 424-6200
<http://www.cityofcordova.net/>

City of North Pole

125 Snowman Lane
North Pole, AK 99705
(907) 488-2281
<http://www.northpolealaska.com/>

City of Wasilla

290 East Herning Ave.
Wasilla, AK 99654-7091
(907) 373-9020
<http://www.cityofwasilla.com/>

DEFINITIONS OF PRACTICE

Alaska State Statute 08.48.341 defines architecture, engineering, land surveying and landscape architecture as follows:

(12) “practice of architecture” means professional service or creative work in the design of buildings, the teaching of advanced architectural courses in institutions of higher learning, consultation, investigation, evaluation, planning, design, and professional observation of construction of public or private buildings, works, or projects, and architectural review of drawings and specifications by regulatory agencies; “practice of architecture” may by regulation of the board include mechanical, electrical, or structural design of minor importance;

(13) “practice of engineering” means professional service or creative work, the adequate performance of which requires the specialized knowledge of applied mathematics and sciences, dealing with the design of structures, machines, equipment, utilities systems, materials, processes, works, or projects, public or private; the teaching of advanced engineering courses in institutions of higher learning; the direction of or the performance of engineering surveys, consultation, investigation, evaluation, planning, and professional observation of construction of public and private structures, works, or projects and engineering review of drawings and specifications by regulatory agencies; “practice of engineering” may by regulation of the board include architectural building design of minor importance, but it does not include comprehensive architectural services;

(14) “practice of land surveying” means the teaching of land surveying courses at an institution of higher learning, or any service or work the adequate performance of which involves the application of special knowledge of the principles of mathematics, the related physical and applied sciences, and the relevant requirements of law for adequate evidence of the act of measuring and locating land, geodetic and cadastral surveys for the location and monumentation of property boundaries, for the platting and planning of land and subdivisions of land, including the topography, alignment, and grades for streets, and for the preparation and perpetuation of maps, record plats, field note records and property descriptions that represent these surveys;

(15) “practice of landscape architecture” means professional services or creative work in site investigation, reconnaissance, research, planning, design, and preparation services related to drawings and construction documents, observation of construction, and location, arrangement, and design of incidental and necessary tangible objects and features for the purpose of

(A) preservation and enhancement of land uses and natural land features;

(B) location and construction of aesthetically pleasing and functional approaches for structures, roadways, and walkways;

(C) establishing or maintaining trails, plantings, landscape irrigation, landscape lighting, and landscape grading; or

(D) generalized planning of the development of land areas in a manner that is sensitive to the area’s natural and cultural resources;

12 AAC 36.069. Standards for registration as a landscape architect.

In accordance with AS 08.48.331(b), and except as exempted in AS 08.48.331(a), design or creative work involving any of the following constitutes the practice of an aspect of landscape architecture that affects the public health or safety and thus requires registration as a landscape architect:

(1) grading, clearing, or shaping of land;

(2) landscape irrigation;

(3) outdoor planting plans

(4) outdoor play apparatus;

(5) outdoor structures.

EXEMPTIONS

Unless specifically exempt under AS 08.48.331 all projects (public, commercial and private) which require the involvement of architects, engineers, land surveyors and landscape architects, must utilize only registered professionals.

The State of Alaska exempts the following activities from the licensing regulations under AS 08.48.331, which reads

Sec. 08.48.331. Exemptions. (a) This chapter does not apply to

- (1) a contractor performing work designed by a professional architect, engineer, or landscape architect or the supervision of the construction of the work as a supervisor or superintendent for a contractor;
- (2) workers in building trades crafts, earthwork, groundskeeping, or nursery operations, and superintendents, supervisors, or inspectors in the performance of their customary duties;
- (3) an officer or employee of the United States government practicing architecture, engineering, land surveying, or landscape architecture as required by the person's official capacity;
- (4) an employee or a subordinate of a person registered under this chapter if the work or service is done under the direct supervision of a person registered under this chapter;
- (5) associates, consultants, or specialists retained by a registered individual, a partnership of registered individuals, a corporation, a limited liability company, or a limited liability partnership authorized to practice architecture, engineering, land surveying, or landscape architecture under this chapter, in the performance of professional services if responsible charge of the work remains with the individual, the partnership, or a designated representative of the corporation, limited liability company, or limited liability partnership;
- (6) a person preparing drawings or specifications for
 - (A) a building for the person's own use and occupancy as a single family residence and related site work for that building;
 - (B) farm or ranch buildings and their grounds unless the public health, safety, or welfare is involved;
 - (C) a building that is intended to be used only as a residence by not more than:
 - (i) four families and that is not more than two stories high and the grounds of the building; or
 - (ii) two families and that is not more than three stories high and the grounds of the building, if the building complies with any applicable building or residential code adopted by a municipality where the building is located;
 - (D) a garage, workshop, or similar building that contains less than 2,000 square feet of floor space to be used for a private noncommercial purpose and the grounds of the building;
- (7) a specialty contractor licensed under AS 08.18 while engaged in the business of construction contracting or designing systems for work within the specialty to be performed or supervised by the specialty contractor, or a contractor preparing shop or field drawings for work that the specialty contractor has contracted to perform;

(8) a person furnishing drawings, specifications, instruments of services, or other data for alterations or repairs to a building or its grounds that do not change or affect the structural system or the safety of the building, or that do not affect the public health, safety, or welfare;

(9) a person who is employed by a postsecondary educational institution to teach engineering, architectural, or landscape architectural courses; in this paragraph, “postsecondary educational institution” has the meaning given in AS 14.48.210;

(10) an officer or employee of an individual, firm, partnership, association, utility, corporation, limited liability company, or limited liability partnership, who practices engineering involved in the operation of the employer’s business only, and further provided that neither the employee nor the employer offers engineering services to the public; exclusions under this paragraph do not apply to buildings or structures whose primary use is public occupancy;

(11) a person while involved in revegetation, restoration, reclamation, rehabilitation, or erosion control for disturbed land;

(12) a person while maintaining or directing the placement of plant material;

(13) an employee, officer, or agent of a regulatory agency of the state or a municipality when reviewing drawings and specifications for compliance with the building codes of the state or a municipality if the drawings and specifications have been signed and sealed by a professional architect or professional engineer or the preparation of the drawings and specifications is exempt under this section from the requirements of this chapter; in this paragraph, “building codes” includes codes relating to building, mechanical, plumbing, electrical, and fire standards.

(b) The requirement to be registered as a landscape architect under this chapter only applies to a person who practices an aspect of landscape architecture that the board has determined affects the public health or safety.

COMMON SERVICES PROVIDED

Presented in this section is a description of the general areas of responsibility for architects, engineers, land surveyors and landscape architects that elaborate on the statutory definitions of each field of practice mentioned in (Section).

The descriptions are not all inclusive but are intended to give general guidance on the definition of the practice of architecture.

By Architects

Presented in this section is a description of the general areas of responsibility for architects that elaborate on the statutory definitions of architecture mentioned above. The descriptions are not all inclusive but are intended to give general guidance on the definition of the practice of architecture.

A practicing architect is a person who has a valid registration issued by the state within which he or she intentionally assumes responsibility for providing professional services, including but not limited to safeguarding the health, safety and property and promoting the public's welfare for enhancement of both the natural and built environment. These enhancements shall be functional, aesthetically pleasing, sustainable, and cost effective. The result of the architect's professional service shall contribute to the physical, sociocultural, and emotional wellbeing of the public. Listed below are examples of subjects that architects typically address:

1. Overall Project Management: construction management and inspection; planning; application of federal, state, and local codes; design standards.
2. Site Layout: comprehensive plans; land use laws; building layout; barrier-free access.
3. Building Classification and Intended Use: occupancy; type of construction; occupant load.
4. Building Circulation and Egress: corridors; travel distances; exits and exit widths; stairways.
5. Fire Safety Considerations:
 - a. fire ratings, fire walls, separations, requirements for sprinklers, fire alarms, smoke control, penetration control, product and material specifications, and damper types and locations.
 - b. consideration of the use and storage of hazardous materials (e.g., toxics, flammables, corrosives).
6. Interior Space Planning.
7. Interior and Exterior Finish Materials, and Wall/Floor Construction Systems (for durability, water tightness, aesthetics, and fire ratings).
8. Energy/Ventilation and Indoor Air Quality, including environmental impacts and compliance with regulations:
 - a. sound attenuation
 - b. solar energy
 - c. vapor barriers.
9. Accessibility for Persons with Disabilities in compliance with the International Building Code.
10. Project Coordination.

By Engineers

In the State of Alaska engineers may obtain a certificate of registration in any one or more of the following branches of engineering. The branches are listed below in alphabetical order with their two-letter identifying abbreviations. Engineers shall enter their branch abbreviation within the seal on their documents below the signature and preceding their registrant number as stipulated in 12 AAC 36.180(b) SEAL:

AG – Agricultural	EC – Chemical
CE – Civil	CS – Control Systems
EE – Electrical	EV – Environmental
FP – Fire Protection	IN – Industrial
ME – Mechanical	MM – Metallurgical and Materials
EM – Mining and Mineral Processing	NM – Naval Architecture and Marine
NU – Nuclear	EP – Petroleum
SE – Structural	

A person who holds a current certificate of registration as an engineer in the State may practice in that branch or branches of engineering, as defined in 12 AAC 36.990(a), for which the engineer holds a registration, even if the engineering practice includes activities that are included in another branch of engineering defined in 12 AAC 36.990(a). This accommodation is found 12 AAC 36.205.

Presented in the balance of this section are descriptions of the general areas of responsibility that relate to the above branches. These further explain the general Statutory Definition for the practice of engineering mentioned above. The descriptions are not all inclusive but are intended to give general guidance on the scope of practice of the different branches. These are also found in 12 AAC 36.990 DEFINITIONS (a) of the State Regulations:

"agricultural engineering" means the branch of professional engineering that embraces studies and activities related to facility engineering of plant, animal, and commodity environments and structures; machinery involving power, electrical and electronic machines, controls and sensors; natural resource engineering involving soil, water and plant systems; process engineering involving food, feed, fiber, fuel products; and the organizational and economic aspects of these studies and activities;

"chemical engineering" means the branch of professional engineering that embraces studies and activities relating to applied chemistry, both industrial and nonindustrial, concerned with chemical materials, their composition, locations, transportation, and storage; chemical and physical-chemical processes naturally occurring or artificially operated, their matter and energy changes, the conditions of temperature, concentration and media for those changes, including apparatus and analytical control; chemical products, their quality, quantity, applications, uses, and values; preparation of materials for public or industrial use, including water supply, waste abatement, and pollution control; and the organizational and economic aspects of these studies and activities;

"civil engineering" means the branch of professional engineering that embraces studies and activities relating to research, design, and construction of fixed works for irrigation, drainage, waterpower, water supply and treatment, flood control, inland waterways, harbors, municipal improvements, railroads, highways, tunnels, airports and airways, sewerage, refuse disposal, foundations, structures, and bridges, and the organizational and economic aspects of these studies and activities;

"control systems engineering" means the branch of professional engineering that embraces studies and activities relating to sensor technologies and measurement; signals and transmission, final control elements regarding valves, pressure relieving devices, and other final control elements, control systems analysis and implementation; and the organizational and economic aspects of these studies and activities;

"electrical engineering" means the branch of professional engineering that embraces studies and activities relating to generation, transmission and utilization of electrical energy, fire detection and alarm systems, control systems, electronic systems, and to telecommunications systems and facilities, including the design of electrical, electronic and magnetic circuits and components, and the technical control of their operation and of the design of electrical, fire alarm gear, control, electronic and telecommunications gear, and the organizational and economic aspects of these studies and activities;

"environmental engineering" means the branch of professional engineering that embraces studies and activities relating to wastewater, storm water, potable water, and water resources; ambient air, emissions sources, and control strategies; solid, hazardous, and special waste; environmental assessments, remediation, and emergency response and applicable codes, standards, regulations, guidelines; and the organizational and economic aspects of these studies and activities;

"fire protection engineering" means the branch of professional engineering that embraces studies and activities relating to fire protection analysis, fire protection management, fire science and human behavior, fire protection systems, fire building systems, and the organizational and economic aspects of these studies and activities;

For the purposes of AS 08.48.331(a)(14), "designing fire detection or suppression systems" includes those studies and activities related to the installation, maintenance, and inspection of those systems, including the direction of or the performance of fire protection systems surveys, consultation, investigation, evaluation, planning, and observations of construction and the organizational and economic aspects of those studies and activities.

"industrial engineering" means the branch of professional engineering that embraces studies and activities relating to facilities engineering and planning involving facility requirements, design alternatives, material handling techniques and equipment, systems analysis and design including processes, costing and performance measurement, logistics including production planning and control, distribution and storage and warehousing methods, methods to measure work, workstation design and analysis, and safety, quality engineering and control, and the organizational and economic aspects of these studies and activities;

"mechanical engineering" means the branch of professional engineering that embraces studies and activities relating to the generation, transmission and utilization of energy in the thermal and mechanical form; engineering issues relating to the production of tools, machinery and their products; mechanical processes, heating, air conditioning, refrigeration, product transport, fire and smoke suppression, and plumbing; and the research, design, production, operation, control, and the organizational and economic aspects of these studies and activities;

"metallurgical and materials engineering" means the branch of professional engineering that embraces studies and activities relating to the production of metals, metal objects, materials, testing procedures, metal processing, failure analysis procedures and the development of metal alloys, the research, design, construction, and development of devices and facilities of production, and the organizational and economic aspects of these studies and activities;

"mining and mineral processing engineering" means the branch of professional engineering that embraces studies and activities relating to the exploration, location, and recovery of mineral commodities, and the research, design, construction, and development of structures, devices, and facilities of production, and the organizational and economic aspects related to these studies and activities;

"naval architecture and marine engineering" means the branch of professional engineering that embraces the studies and activities relating to the mechanics of rigid and deformable bodies, exterior loads on military, public, commercial or private vessels or marine facilities, structural designs, applications, and considerations, vibration considerations including local, vortex induced, flow induced, and global vibrations, intact and damaged hydrostatic stability, methods and procedures, dynamic stability in waves, hydrodynamics, wind and waves, hull forms and design, marine engineering involving thermodynamics, internal fluid flow, propulsion and power generators, machine design, HVAC/refrigeration and electrical systems, materials corrosion and corrosion control, navigation and vessel control, hull outfitting, weight engineering, shipbuilding and repair engineering, rules and regulations, human factors, and safety systems, and the organizational and economic aspects of these studies and activities;

"nuclear engineering" means the branch of professional engineering that embraces the studies and activities relating to nuclear power systems and science, nuclear components and systems, construction, operational regulations, emergency planning, licensing regulation, codes and standards, nuclear fuel and waste management, nuclear radiation, protection, radiation shielding, interaction of radiation with matter, nuclear criticality, kinetics, neutronics, and nuclear measurements and instruments, and the organizational and economic aspects of these studies and activities;

"petroleum engineering" means the branch of professional engineering that embraces studies or activities relating to the exploration, location, and recovery of natural fluid hydrocarbons, and the research, design, production, operations of devices, facilities of production, and the organizational and economic aspects of these studies and activities;

"structural engineering" means the branch of professional engineering that embraces the studies and activities relating to the investigation, evaluation, analysis, design and construction of buildings, bridges, and other structures such as walls, columns, slabs, beams, trusses, or similar members requiring force-resisting and load bearing members and their connections, or similar members used singly or as a part of a larger structure, and the organizational and economic aspects of these studies and activities.

The Land Surveyor

This section describes the general areas of responsibility for professional land surveyors and elaborates on the statutory definitions of land surveying above. The descriptions are not all inclusive but are intended to give general guidance on the definition of the practice of land surveying.

1. Establishment, reestablishment and recovery of land boundaries, monuments and corners.
2. The design and planning of the subdivision of land into lots, parcels or tracts by the determination of terrain and location of new corners, lines and monuments according to local and state subdivision codes.
3. Horizontal and vertical measurement, analysis and adjustment.
4. Topographic measurement for the creation of a topographic (contour) map that illustrates slope, terrain, geographical features, structures, improvement, boundary lines and wetland delineation.
5. Writing, reviewing, researching, editing and analyzing land boundary descriptions (legal descriptions).
6. Geodetic surveys, aquatic land surveys and hydrographic surveys.
7. Research of written, physical and parole evidence related to the interpretation of land descriptions and boundary locations.

The Landscape Architect

Presented in this section is a description of the general areas of responsibility for landscape architects that elaborate on the statutory definitions of landscape architecture above. The descriptions are not all inclusive but are intended to give general guidance on the definition of the practice of landscape architecture.

1. Planning:

- a. Site Analysis
- b. Visual Assessment
- c. Environmental Assessment
- d. Recreation Assessment
- e. Vegetation Management
- f. Urban and Town
- g. Regional
- h. Parks and recreational facilities
- i. Land Development
- j. Historic preservation and reclamation

2. Design:

- a. Site layout
- b. Grading
- c. Drainage
- d. Planting
- e. Landscape Irrigation
- f. Landscape lighting
- g. Pedestrian/bicycle/equestrian/vehicular circulation
- h. Site furniture
- i. Recreational facilities including children's play apparatus
- j. Outdoor landscape structures
- k. Wetland and wildlife habitat mitigation/restoration
- l. Soil stabilization
- m. Biofiltration

3. Construction:

- a. Site construction management and administration

4. Other registered disciplines (practices) overlap with landscape architecture and, depending on the work, could be stamped by other registrants per AS 08.48.281(b).

GUIDELINES FOR REPORTING VIOLATIONS

Officials of government agencies who are responsible for review and approval of construction documents need to be attentive and thorough to make sure there are no violations and that the work is done by the appropriate registered professionals. Should violations be detected and are not corrected, they need to be reported. The State of Alaska has investigators, disciplinary sanctions and disciplinary guidelines that are in place and that deal with such violations. An Investigative Committee is available to assist the investigator in evaluating allegations of violations.

The proper procedure for reporting violations is to contact the investigators in the Department of Commerce and Economic Development (907-269-8176 or 907-269-8437) and request a Complaint Form be mailed to you. Upon receipt of the form, fill it out and mail the completed form back to Investigations at the address given on the form.

Please note that anonymous complaints are NOT acceptable.

DRAFT

PREPARATION OF ORTHOPHOTOS AND ORTHOMOSAIC IMAGERY

Preparation of Orthophotos and Orthomosaic Imagery fall under the definition of land surveying in Alaska when prepared for use in activities described in AS 08.48.341(14). Activities such as:

- measuring and locating land
- platting and planning of land
- preparation of topographic maps

are included in AS 08.48.341(14).

If the use is limited to activities that are not included in AS 08.48.341(14) then there is no requirement that the orthomosaic imagery be prepared by or under the supervision of a land surveyor registered in Alaska. Additionally, AS 08.48.331 (3) exempts “an officer or employee of the United States government practicing architecture, engineering, land surveying, or landscape architecture as required by the person’s official capacity” from licensure requirements.

If orthoimagery and mapping will be relied upon or used for the activities covered under AS 08.48.341(14), such imagery and mapping must be prepared under the direct supervision of a professional land surveyor registered in Alaska.

Analysis and reformatting “practice of land surveying” as defined in AS 08.48.341 (14)

Original:

“practice of land surveying” means the teaching of land surveying courses at an institution of higher learning, or any service or work the adequate performance of which involves the application of special knowledge of the principles of mathematics, the related physical and applied sciences, and the relevant requirements of law for adequate evidence of the act of measuring and locating land, geodetic and cadastral surveys for the location and monumentation of property boundaries, for the platting and planning of land and subdivisions of land, including the topography, alignment, and grades for streets, and for the preparation and perpetuation of maps, record plats, field note records, and property descriptions that represent these surveys;

This sentence contains 12 commas. The first comma precedes the word “or” which indicates that there are two elements in the list separated by the word “or”

The first item in the list is:

1. “the teaching of land surveying courses at an institution of higher learning”.

The second item in the list is

2. “any service or work the adequate performance of which involves...”

The definition then gives us a list of services or works:

“ the application of special knowledge of ” (which is the beginning of a list of the special knowledge items which are denoted here as a, b, and c)

a. the principles of mathematics,

b. the related physical and applied sciences, and (this “and” preceded by a comma indicates the last item in the list is next so (c) will be the last element under “the application of”)

c. the relevant requirements of law for adequate evidence of the act of measuring and locating land, geodetic and cadastral surveys (the definition follows up with what the special knowledge items are applied to)

i. for the location and monumentation of property boundaries,

- ii. for the platting and planning of land and subdivisions of land, including the topography, alignment, and grades for streets, and
- iii. for the preparation and perpetuation of maps, record plats, field note records and property descriptions that represent these surveys;

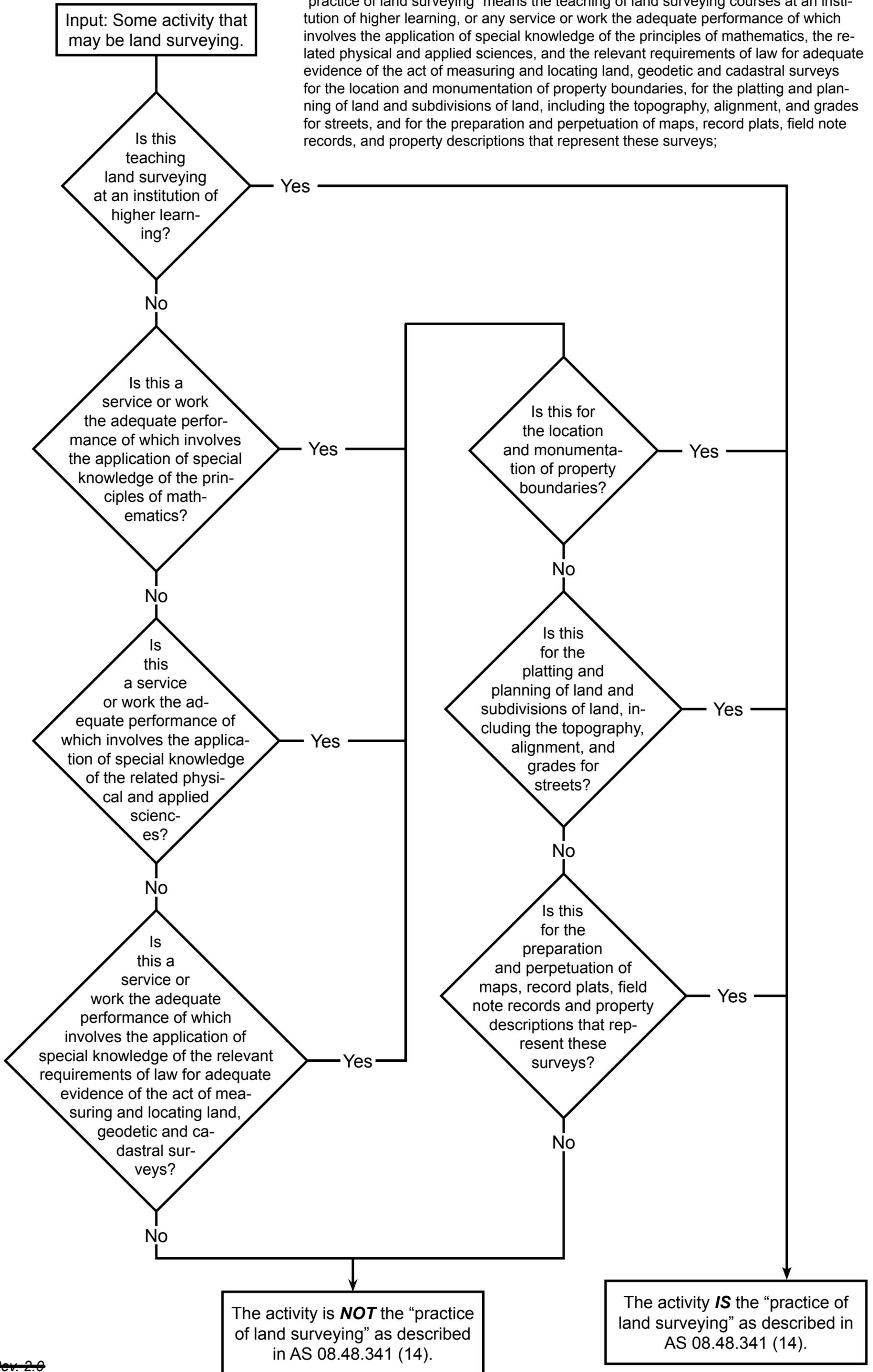
(Note that the word “and” can function inclusively (denoting “any of these”) or as a Boolean operator (requiring both elements to be true). In this case the uses of the word “and” indicates that it is used in the “inclusive sense” e.g. “geodetic and cadastral surveys”; “platting and planning”; “field note records, and property descriptions”.)

The definition of the “practice of land surveying” is shown as a flowchart on the following page and may be used to assist in determining if an activity falls under the AS08.48.341 (14) definition of land surveying.

DRAFT

“Practice of Land Surveying” as defined in AS 08.48.341 (14)

“practice of land surveying” means the teaching of land surveying courses at an institution of higher learning, or any service or work the adequate performance of which involves the application of special knowledge of the principles of mathematics, the related physical and applied sciences, and the relevant requirements of law for adequate evidence of the act of measuring and locating land, geodetic and cadastral surveys for the location and monumentation of property boundaries, for the platting and planning of land and subdivisions of land, including the topography, alignment, and grades for streets, and for the preparation and perpetuation of maps, record plats, field note records, and property descriptions that represent these surveys;



GUIDELINES FOR CONSTRUCTION DRAWINGS

Drawings and specifications submitted to building, planning or public safety officials must be of sufficient nature to clearly show the project in its entirety. The minimum required drawings will depend upon the size, nature and complexity of the project.

The cover sheet or following sheet should contain the following information:

1. Project identification
2. Project address and location map
3. Identification of all design professionals
4. Design/Code Criteria:
 - a. Land use zone/setback requirements/parking requirements
 - b. Relevant codes
 - c. Occupancy group/separation requirements
 - d. Construction type
 - e. Height and number of stories
 - f. Square footage/allowable area of each occupancy by floor [raw square footage is of limited use]
 - g. Occupant load
 - h. Exiting requirements
 - i. Seismic/wind zones
 - j. Design loads
 - k. Fire sprinklers/standpipes
 - l. Legal description

LAND SURVEY/PLOT PLAN/BOUNDARY SURVEY [DRAWINGS]

Show surveyed boundary of land with existing structures, easements and setbacks.

SITE [DRAWINGS] PLANS

Show proposed new structure and any existing buildings or structures, property lines, streets, easements, encroachments [buildings primarily on an adjacent lot] and setbacks. Show proposed utility services. Show required parking, drainage and grading information (with reference to finish floor and adjacent streets). Indicate drainage inflow and outfall locations and specify areas required to be maintained for drainage purposes.

LANDSCAPE [DRAWINGS] PLANS

Show vegetation management, site layout, aesthetics and overall project design, site circulation and exiting, recreation facilities, playground structures, grading and drainage of the landscape, new planting, landscape irrigation, environmental impacts and barrier free design.

FLOOR [DRAWINGS] PLANS

Show floor plans including basements. Show rooms with their use, dimensions and locations of structural elements and openings. Show doors and window schedules or show dimensions at each opening on the drawings. Show fire assemblies, area and occupancy separations, fire barriers, fire areas and draft stops shall be shown.

FOUNDATION [DRAWINGS] PLANS

Show foundations and footings. Indicate size, locations, thicknesses, materials and reinforcing. Show embedded anchoring such as anchor bolts, hold-downs, post bases, etc. Provide soils boring locations.

EXTERIOR ELEVATIONS

Show all building elevations and indicate building materials.

BUILDING SECTIONS AND WALL SECTIONS

Show materials of construction, non-rated and fire-rated assemblies and fire-rated penetrations. Show critical dimensions unless indicated elsewhere.

FRAMING [DRAWING] PLANS

Show structural members, size, methods of attachment, location, spacing, [need rafter spacing, for example] and materials. Indicate characteristics of sheathing, slabs, or decking. Locate lateral force-resisting elements.

MECHANICAL SYSTEM

Show entire mechanical system. Include units, unit sizes, mounting details, duct work and duct sizes. Indicate fire dampers where required. Provide equipment schedules.

PLUMBING SYSTEM

Show fixtures, piping, slopes, materials, fitting types [type of DWV fitting is important] and sizes. Show point of connections to site utilities with size and pressure where appropriate [size of utility lines and water pressure are critically needed information].

ELECTRICAL SYSTEM

Show electrical fixtures (interior, exterior and site), circuit protection requirements [can include ground-fault, arc-fault and short circuit protection], wiring sizes and circuiting, grounding, panel, schedules, single line diagrams, load calculations, and fixture schedules or label each fixture on drawings [so that engineer is not required to produce a schedule for a small project]. Show point of connection to utility and provision for disconnect.

SPECIFICATIONS

Either on the drawing or in booklet form further defines construction components, covering materials and methods of construction, finishes, and all pertinent equipment. Schedules may be incorporated in project manual in lieu of on drawings.

PROJECT CHANGES

The responsible design professional shall notify the building official of significant changes throughout the bidding and construction process and provide revised drawings, calculations or other appropriate documents. For clarity, all revisions shall be on the drawings and be submitted.

SEALING PROFESSIONAL WORK

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

Registered architects, engineers, land surveyors and landscape architects are responsible for their professional design services. The public, as well as building officials, rely on their professional expertise. As a result, professional submissions such as drawings, specifications and calculations should clearly show the identity of the professional who prepared them by having affixed a seal, which is signed and dated, and otherwise complying with the requirements of state law. Without proper professional identification, ultimate responsibility for any deficiencies may not be clear.

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

Architects, engineers, land surveyors and landscape architects as design professionals are responsible for performing design services within their area of expertise. All design work so performed shall be sealed and signed as specified in 12 AAC 36.185(a)(3).

Registered professionals may not perform design services outside their area of expertise or registration. They shall not seal work performed by others unless they were prepared under the registrants' direct supervision. Sealing plans for which you do not have the expertise and registration is a violation of AS 08.48.

The preparation of and the sealing, signing and dating of plans, documents or calculations by an out of state individual who is not registered in the State of Alaska is a violation of AS 08.48.

Sealing or stamping work outside of expertise is NOT permitted! A registrant may not sign or seal a drawing or document dealing with professional services in which the registrant is not qualified to sign or seal by virtue of education, experience, and registration as specified in 12 AAC 36.185(a)(1).

STAMPING & SIGNING OF PLANS BY REGISTERED PROFESSIONALS

The following policy is presented as the minimum acceptable standard for the sealing and submittal of drawings and documents: All final documents must include a seal, a signature and a date. An electronic image of the signature may be used over the seal if the Registrant or the Owner of the documents retains an original copy of the documents, accessible for later reference that has either:

1. An original hand signature over the seal; or
2. Software in place that will automatically remove or modify the electronic image of the signature if the document is modified.

Signatures shall be located over the Seals. Dates shall be included by electronically or manually inserting them within the seals or within 2" of the seals. Specifically, drawings, specifications, or other documents shall be sealed and signed as follows:

1. Final Drawings: Each sheet of final drawings approved for construction shall bear the signed and dated seal of the responsible professional(s) (i.e., architect, engineer, surveyor, landscape architect). Cover sheets that do not include design elements do not require a seal.
2. Preliminary Documents do not necessarily require stamping and signing. If they are, they shall also be clearly identified as Preliminary Documents.
3. Record Drawings show changes that occur to the final drawings during construction. If combined with Specifications, they are referred to as Record Documents. The Contractor is required to record changes to the final drawings resulting from Change Orders, Field Orders, etc. by marking up the final drawings and then conveying them to the Owner. They do not necessarily require stamping and signing.
4. As Built Surveys are prepared after construction to re-establish horizontal and vertical control points, locate structures and improvements and show dimensions. These are also referred to as Works-as-Executed by the Contractor. They do not necessarily require stamping and signing.
5. Field Surveys are often erroneously called “As Builts” resulting in confusion. They show property boundaries, features, topography, vegetation, and the like. These do not necessarily require stamping and signing.

Specifications that accompany final drawings carry with them the stamping and signing of the various professionals from the final drawings and do not necessarily require further stamping and signing. For documents such as Soils Reports and other required reports and stand-alone specifications that are not accompanied by plans, a signed and dated seal must be on the front page.

Shop drawings and Field drawings are prepared by contractors, subcontractors or vendors that show how a particular aspect of the work is to be fabricated and installed in the work. Shop drawings and field drawings are not contract documents; they do, however, demonstrate how an aspect of the work will satisfy the contract documents. They complete the information cycle between drawings prepared by licensed professionals and the actual construction. Shop drawings and Field drawings do not require a seal, signature and date unless an Alaska Registered Professional prepares them.

For more information, please refer to AS 08.48.221 and 12 AAC 36.185.

12 AAC 36.195. Site adaptation and field alterations of sealed documents. Except as specified in this section, a person may not alter, or contribute to the altering of, any document that has been sealed by a registrant authorized under AS 08.48. A registrant may site adapt or field alter in this state sealed documents prepared by another registrant of the same discipline if the registrant

(1) has written permission

(A) to adapt or alter the sealed documents from the registrant who sealed the original sealed documents; or

(B) from the legal owner of the original sealed documents; the legal owner of the original sealed documents must have written proof of ownership of the sealed documents from the registrant who sealed the documents;

(2) reviews the sealed documents and makes all necessary revisions to bring the sealed documents into compliance with applicable codes, regulations, and job-specific requirements;

(3) affixes to the calculations of the

(A) sited adapted documents a sealed certification, “I certify that I have reviewed the relevant calculations for the site adapted documents in accordance with 12 AAC 36.185”, or the registrant shall independently prepare and seal all calculations for the site adapted documents; or

(B) field altered documents a sealed certification, “I certify that I have reviewed the relevant calculations for field altered documents in accordance with 12 AAC 36.185 and that the alterations will have no significant effect on other design considerations of the originally sealed documents”, or the registrant shall independently prepare and seal all additional calculations for field adapted documents:

(4) reissues the sealed documents after review with the title block and seal of the registrant performing the site adaptation, or in the case of field altered documents have provided additional sealed drawings with the title block and seal of the registrant performing the work; and

(5) maintains professional control over the use of the site-adapted or field altered sealed documents as if they were any other original sealed documents of the registrant and maintains the sealed documents on file.

FREQUENTLY ASKED QUESTIONS

General

- 1. May an Alaska registrant make changes to drawings prepared by another Alaska registrant?*
No, except as provided by 12 AAC 36.195, Site Adaptation and Field Alteration of Sealed Documents.
- 2. How can a building official determine if the property plan boundary is correct?*
One way to check is to look for the seal of a registered surveyor. The registered surveyor could then be contacted.
- 3. Can an architect, engineer, residential designer or home-owner/builder submit book bought residential drawings or residential drawings prepared by others and be in compliance with Alaska Statutes?*
Drawings or specifications for private residences may be exempt under AS 08.48.331(6). However, building officials may require calculations for unusual structures or conditions.
- 4. Can a contractor sign the cover sheet of a set of drawings prepared by an out-of-state architect, engineer, or landscape architect?*
No, not for a project requiring the seal of a registered professional.
- 5. How can a building official determine if the property plan boundary is correct?*
One way to check is to look for the seal of a registered surveyor. The registered surveyor could then be contacted.
- 6. I am working on a project on Federal property. Do I need to be an Alaska registered professional?*
- 7. As a sole proprietor, am I required to have a certificate of authorization?*

Architecture

Engineering

- 1. Can an engineer's calculations be used as the only documents for construction work?*
No. The engineering analysis calculation does not provide a complete description of the project, for construction purposes.

Land Surveying

- 1. Can a land surveyor prepare and submit plot and grading and drainage plans?*
Yes. Land surveyors may prepare plot, grading and drainage plans which provide topographical and related measurement data, including the location of design features. However, a land surveyor may not design engineering, architectural, or landscape architectural components.

2. *When a survey is performed in the State of Alaska does the responsible charge (e.g. the licensed individual) signing and stamping the survey need to visit the site surveyed?*

No. The Alaska-registered land surveyor in responsible charge does not need to be in the field/on site. The surveyor in responsible charge needs to be familiar with the methods or acquisition and quality assurance checks to ensure that he/she feels comfortable accepting responsibility for the work. The board recommends the surveyor in responsible charge receive reports from the field crew on the process and any issues so he/she can remain in control of the work.

Landscape Architecture

Sealing and Stamping

1. I have a set of drawings sealed and signed by an engineer, architect, land surveyor or landscape architect in a state other than Alaska. Does the plan submittal meet the requirements for a design professional in Alaska?

No. Only design professionals currently registered in the State of Alaska have a legal standing in the state.

Professionals registered in other states must obtain registration in Alaska prior to offering or initiating any design work within Alaska unless exempt under AS 08.48.331 Exemptions.

2. *Can an Alaska registrant take responsibility for a design done by an out-of-state registrant not registered in Alaska?*

Yes, if they follow the requirements under 12 AAC 36.195, for Site Adaptation and Field Alteration of Sealed Documents.

3. *Can an owner, builder, or contractor make changes to drawings prepared by an architect, engineer, land surveyor, or landscape architect?*

No. When drawings are prepared by an Alaska registrant no changes may be made except by the professional who prepared the drawings or under the provisions of 12 AAC 36.195, Site Adaptation and Field Alteration of Sealed Documents.

4. *May an engineer registered in Alaska prepare and stamp architectural plans?*

No. Registered professionals may only practice within their area of expertise and registration.

5. *May an architect registered in Alaska prepare and stamp engineering documents?*

No. Registered professionals may only practice within their area of expertise and registration. [Incidental practice has not been defined.]

6. *May an engineer, architect or land surveyor prepare and stamp landscape architectural plans?*

No, not unless exempted under AS 08.48.331, Exemptions. Registered professionals may only practice within their area of expertise and registration.

7. *May an engineer whose experience is limited to roadway design stamp structural plans for a high rise building?*

No. Registered professionals may only practice within their area of expertise and registration.

8. *Do shop drawings have to be stamped by an engineer, architect, or landscape architect and submitted to the building official for approval?*

No. Typically shop drawings are intended as contractor or fabricator details that support the original design work. These are not typically part of the building department approved design documents. The contract specifications for a given project may require stamped shop drawings.

9. *What are examples of component, supplemental designs or shop drawings which are required to be sealed by a design professional when submitted to the building official for approval?*

This is just a small list of the examples:

- Prefabricated metal buildings
- Roof truss systems (complete system)
- Post-tension or pre-stress designs
- An alternate to original submittal
- Component or system substitution which substantially changes scope of work or code application
- Precast concrete building components
- Irrigation components that protect domestic water supplies

10. *At what point does a plan or drawing need to be sealed?*

Refer to 12 AAC 36.185(a)(3), Use of Seals.

Seal only final plans, surveys, reports, and required construction documents approved for building permit issuance for which the registrant is qualified to seal and for which the registrant claims responsibility.

11. *Can an architect, engineer, land surveyor, or landscape architect seal a preliminary document?*

Yes, if it is adequately noted near the seal that it is not a final plan but is intended as a conceptual document.

12. *Do sealed, signed and dated construction documents need to be on the construction site?*

Yes. Copies of the final sealed, signed and dated construction documents must be on the construction site.

13. *Can drawings be submitted electronically with digital seals?*

Yes. However, there must be an original document with a seal and original signature and date on file with the professional or document owner. Documents submitted for other purposes do not need to be sealed.

14. *When is a landscape architect plan required to be signed, sealed and dated?*

When it affects the public health and safety as determined by the AELS Board. Refer to 12 AAC 36.069:

In accordance with AS 08.48.331(b), and except as exempted in AS 08.48.331(a), design or creative work involving any of the following constitutes the practice of an aspect of landscape architecture that affects the public health or safety and thus requires registration as a landscape architect:

- grading, clearing, or shaping of land;

- landscape irrigation;
- outdoor planting plans;
- outdoor play apparatus;
- outdoor structures.

15. *Does a planting plan need to be stamped by a registered landscape architect?*

Yes, unless it falls under the exemptions under AS 08.48.331.

16. *Am I doing anything wrong by reviewing plans that are not stamped by an architect or engineer?*

Yes. (AS 08.48.331)

17. *As a plan reviewer do I need to be a professional architect, engineer, land surveyor, or landscape architect?*

You need to be registered unless you are exempt. Under AS 08.48.331(13) you are exempt "...when reviewing drawings and specifications for the compliance with the building codes of the state or a municipality if the drawings have been signed and sealed by a professional architect or professional engineer or the preparation of the drawings and specifications is exempt under this section from the requirements of this chapter..."

18. *Does the State require all playground projects, regardless of size, to have drawings stamped by a registered Landscape Architect? Could a Civil or Structural Engineer stamp the plans in lieu of an LA?*

A Civil or Structural Engineers should NOT be stamping public playground projects which is outside their area of expertise. The appropriate professional, in this case a Landscape Architect, is trained to perform specific design work as related to safety issues and should be stamping the plans.

19. *Is there a size specification for seals?*

There is no specific size specifications, however seals must be legible. Typical seal sizes range from 1 5/8 to 2 inches.



THE STATE

of

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

Board of Registration for Architects, Engineers, and Land Surveyors

State Office Building, 333 Willoughby Avenue, 9th Floor

PO Box 110806, Juneau, AK 99811-0806

Phone: (907) 465-2550 • Fax: (907) 465-2974

Email: AELSboard@Alaska.Gov

ProfessionalLicense.Alaska.Gov/BoardOfArchitectsEngineersAndLandSurveyors

Engineering Applicant Instructions for Registration by Comity

Applications are processed according to the date received. The Board meets four times a year, usually in February, May, August, and November. Board meeting dates are posted on the Board's website.

- ! **Applications and supporting documents, (work experience verifications, official transcripts and verification of registration and examination) and nonrefundable application fees must be received in the Juneau office 30 days before a scheduled board meeting.**

Applicants will be notified via email of action taken by the Board as soon as possible, but not more than three weeks after the board meeting. All documents received prior to receipt of application will be held up to one year and matched with an application upon receipt.

This application is for individuals applying to register by comity for professional engineering in only the following disciplines:

- Agricultural
- Chemical
- Civil
- Control Systems
- Electrical
- Environmental
- Fire Protection
- Industrial
- Mechanical
- Metallurgical and Materials
- Mining and Mineral Processing
- Naval Architecture and Marine
- Nuclear
- Petroleum
- Structural

Alaska does NOT offer reciprocity (written agreement) with any other state or country.

Comity MAY be granted to professional registrants from other states, territories, and foreign countries at the discretion of the Board and in compliance with statutes and regulations.

— 12 AAC 36.105 by authority of AS 08.48

Comity is NOT granted to applicants who have not been registered by fundamental and professional examinations regardless of registration(s) held in another licensing jurisdiction or years of professional work experience. However, the Fundamentals of Engineering Exam may be waived by verified work experience (see 12 AAC 36.090). Comity applicants must submit work verification forms or letters of reference.

— 12 AAC 36.105(c)

The applications are updated frequently. If you obtained this application other than directly from the Division or its official website the application may be outdated. Please check the website for the latest version.

A denial of an application for registration may be reported to any person, professional licensing board, federal, state, or local government agency, other entity making a relevant inquiry, or as may be required by law.

Applicants are required to have all examinations and required work experience verified by a third party using Alaska forms and mailed directly to the Alaska board office. NCEES Council Records may be accepted for verification of education, examinations, and current registration, however the corresponding section of the application must be filled in – do not put “see NCEES Record”.

Applicants must meet the qualifications for licensure in accordance with AS 08.48.201.

It is your responsibility to be aware of licensing requirements and provide all necessary documentation.

The Board conducts a thorough evaluation of education, training, employment or work history, malpractice history and any criminal or disciplinary history. We recommend you do not make commitments for loans, practice start dates, home purchases, etc., based on the expectation of licensure. The Board will not accelerate one application over others nor will it forego any elements of its screening process.

Retaking a failed exam: Candidates must submit a request to the division, in writing or by email, to retake a failed exam. The Division will then notify NCEES of exam eligibility.

Postponing an exam: NCEES does not allow candidates to postpone examinations. NCEES will permit a partial refund of canceled exams but only up to a deadline date established prior to each examination date. Please contact NCEES for more information.

SEALING - 12 AAC 36.185(d): “The registrant shall include the date each time the registrant signs and seals a document by inserting the date within the seal or in a close proximity to the seal.” The Board has defined “close proximity” as within two inches of the seal.

Please submit the following documents concurrently:

- ✓ Original application form completely and accurately filled in, signed and notarized. Missing information will cause delays in processing or a return of the application.
- ✓ All applicable fees (application, review, and registration) in check or money order payable to the State of Alaska, or use the attached credit card payment form.

Be sure to sign and date your application.

Engineers may also be required to have a state business license. Contact Business Licensing at (907) 465-2550, or online at: *BusinessLicense@Alaska.Gov*

REQUIREMENTS FOR APPLICATION: ALL parts of this application must be completed even if submitting an NCEES record. The following documents must be on file before the Board will consider your application for an engineering registration by comity:

1. APPLICATION:

A completed, signed and notarized application. The application may be submitted by mail or fax. Emailed applications will not be accepted. Typewritten applications are preferred. If any information on the form is illegible, the form will be rejected.

2. FEES:

Make check or money order payable to "State of Alaska", or use the attached credit card form:

Nonrefundable application fee:	\$100.00
Registration Fee:	\$150.00
Board Review Fee:	\$100.00
Total Due:	\$350.00

3. TRANSCRIPTS, EXAM, AND REGISTRATION VERIFICATION:

- Verification of NCEES exams and current registration in at least one other state must be submitted directly from the state board(s) to our office; these can be accepted by email or from *NCEES.org*
- Official transcripts must be submitted directly from the institution by email, mail, or from *NCEES.org*
— or —
- Submit an NCEES Council Record in place of the verification and transcripts.

4. VERIFICATION OF WORK EXPERIENCE:

- Work Experience Verification (form #08-4714, attached) with at least 24 months of responsible charge verified by a PE in the discipline in which you are applying. This document, once signed and sealed, can be accepted by email if sent directly from your verifiers to our office.
— or —
- If you are currently registered and have at least five years post-registration professional engineering experience, you can provide two current letters of reference from US-registered professional engineers registered in the discipline in which you are applying. These can be accepted electronically. The letters should address:
 - Your professional experience on projects;
 - Your ability and character;
 - The reference's professional association to you;
 - How long the reference has been an associate of yours (minimum five years).

5. ARCTIC AND SEISMIC REQUIREMENT:

All engineer applicants must successfully complete a Board-approved arctic course (listed on the Board's website). You may submit your application prior to completion of the course to expedite the application process. (12 AAC 36.110(a))

6. JURISPRUDENCE QUESTIONNAIRE:

A questionnaire which covers Alaska Statutes 08.48 (Architects, Engineers, and Land Surveyors), Alaska Statutes 08.01 (Centralized Statutes), Alaska Administrative Code, Title 12, Chapter 36 (12 AAC 36.010-.990), and Alaska Administrative Code, Title 12, Chapter 02 (12 AAC 02.010-.02.990, Division of Corporations, Business and Professional Licensing, Centralized Regulations).

! 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. If the application is incomplete, the applicant will be notified of the incomplete and/or incorrect documents and fees. 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 and sent to you with a cover letter about Alaska statutory requirements. If the application is not approved for licensure, a written explanation of the basis of that denial and information on how to appeal the decision will be provided. 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 which 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. If your program offers temporary licenses, they are issued for either 30 consecutive days or until the end of the calendar year, whichever period is shorter.

"YES" RESPONSES:

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 both charging and closing court documentation.

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, you will be sent a letter and required to submit copies of documentation and proof that you satisfied the continuing competency requirements as you stated on this renewal form. Please note that 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 Exception from Social Security Number Requirement form located at ProfessionalLicense.Alaska.gov or contact the Division for a copy of the form.

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.

PAYMENT OF CHILD SUPPORT AND STUDENT LOANS:

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, or if the Alaska Commission on Postsecondary Education has determined you are in loan default, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900, or the Postsecondary Education office at (907) 465-2962 or (800) 441-2962 to resolve payment issues.

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, call (907) 465-2550 or online at: BusinessLicense.Alaska.gov

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 program you want to be updated on to:

REGULATIONS SPECIALIST
Email: RegulationsAndPublicComment@Alaska.Gov
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
P.O. Box 110806
Juneau, Alaska 99811-0806



THE STATE
of **ALASKA**

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

AEL

FOR DIVISION USE ONLY

Board of Registration for Architects, Engineers, and Land Surveyors

State Office Building, 333 Willoughby Avenue, 9th Floor

PO Box 110806, Juneau, AK 99811-0806

Phone: (907) 465-2550 • Fax: (907) 465-2974

Email: AELSboard@Alaska.Gov

ProfessionalLicense.Alaska.Gov/BoardOfArchitectsEngineersAndLandSurveyors

Engineer by Comity Registration Application

PART I Fees and Applicant Information

Required Fee:	<input type="checkbox"/> Engineer by Comity Registration	\$350.00
Optional Fee:	<input type="checkbox"/> Wall Certificate	\$20.00

Full Legal Name: _____

Provide all other names used (maiden, nicknames, aliases). Attach documentation of all legal name changes.

Not Applicable

Other Names Used: _____

Name you want on your registration: _____

Professional Engineer Discipline: _____

Birthdate:	_____	Title:	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.
Full Mailing Address:	_____ _____ _____		
Contact Phone:	() —		

EMAIL AGREEMENT: By choosing to receive correspondence on any matter affecting your license or other business with the Alaska Division of Corporations, Business and Professional Licensing by email, you agree to notify the Division in writing when your email address changes. You understand that failure to check your email address or to keep it in good standing may result in an inability to receive crucial information, potentially resulting in the inability to obtain or retain licensure.

Email Address: _____

Send my Correspondence by Email
 Send my Correspondence by US Mail

SOCIAL SECURITY NUMBER: AS 08.01.100 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.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

PART II Business Information

Business Name:	
Business Address:	
Current Job Title:	
Work Phone:	() —

PART III Professional Fitness

The following questions must be answered. "Yes" answers may not automatically result in license denial. If you answer "Yes" to any of the questions, please explain dates and circumstances on a separate piece of paper, signed and dated, and send any supporting documents that are applicable (court records, judgments, charging documents, etc.).

WHEN IN DOUBT, DISCLOSE AND EXPLAIN

1. Have you been convicted of a crime or are you currently charged with committing a crime? 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 been found guilty of misconduct, dishonesty, fraud, incompetence, and/or gross negligence in the practice of architecture, engineering, land surveying, landscape architecture or 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 that of any military authorities or is any such action pending? Yes No

PART IV Technical Education

Official transcripts are required and must be sent directly to the Board office from the university, unless verified through NCEES Council Records.

1. Institution Name:		State:	
Degree Awarded:		Graduation Date:	
2. Institution Name:		State:	
Degree Awarded:		Graduation Date:	

PART V Statement of Professional Experience

List your professional experience in reverse chronological order (most recent experience first).

Part V must be completed in full, even if you are submitting an NCEES Council Record.

Read the definitions below for “responsible charge”, “professional”, and “sub-professional”.

Make copies to add additional work experience as necessary.

1. Job Title: _____

Start Date (mm/yyyy): _____

End Date (mm/yyyy): _____

Name of Employer: _____

Address of Employer: _____

Contact Person: _____

Describe the professional experience: _____

Professional: _____

+

Sub-Professional: _____

=

Total Months: _____

How many of the _____

months of professional experience are responsible charge? _____

Definition of Responsible Charge

12 AC 36.990(19)(20)

(1) Responsible charge of work in the field

means the direction of work, the successful accomplishment of which rested upon the applicant, where the applicant has to decide questions of methods of execution and suitability of materials without relying upon advice or instructions from his superiors and where the applicant has to supply solutions to deficiencies in plans or has to correct errors in designs without first referring them to higher authority for approval, except where the approval is a matter of form.

(2) Responsible charge

as it pertains to “work in the office” means undertaking investigations or carrying out assignments which demand resourcefulness and originality, or making plans, writing specifications, and directing drafting and computations for the sign of architectural, engineering, or land surveying work with only rough sketches, general information, and field measurements for reference.

Responsible charge experience is counted within the total experience time accumulated.

“**Sub-professional work**” means time spent working as rod-man, chainman, recorder, draftsman, clerk of works, instrumentation, inspector, or similar work where personal responsibility and technical knowledge are slight.

“**Professional work**” means the time the applicant has been occupied in engineering or land surveying work of higher grade and responsibility than that of sub-professional work.

List your professional experience in date order.

This Part must be completed in full, even if you are submitting an NCEES Council Record.

Make copies as necessary.

2. Job Title:

Start Date (mm/yyyy):

End Date (mm/yyyy):

Name of Employer:

Address of Employer:

Contact Person:

Describe the professional experience:

Professional:

+

Sub-Professional:

=

Total Months:

How many of the

months of professional experience are responsible charge?

3. Job Title:

Start Date (mm/yyyy):

End Date (mm/yyyy):

Name of Employer:

Address of Employer:

Contact Person:

Describe the professional experience:

Professional:

+

Sub-Professional:

=

Total Months:

How many of the

months of professional experience are responsible charge?

PART VI Professional Registrations

List every state where you hold, or have held, a registration.

Verification of current registration is required from at least one state.

Verification of examination is required from at least one state where the exam was administered.

Make copies as necessary.

PE Registration Number	Registration State	Registration Year	Registration Qualification	Registration Status
			<input type="checkbox"/> Comity <input type="checkbox"/> Exam	<input type="checkbox"/> Active <input type="checkbox"/> Lapsed

PE Registration Number	Registration State	Registration Year	Registration Qualification	Registration Status
			<input type="checkbox"/> Comity <input type="checkbox"/> Exam	<input type="checkbox"/> Active <input type="checkbox"/> Lapsed

PE Registration Number	Registration State	Registration Year	Registration Qualification	Registration Status
			<input type="checkbox"/> Comity <input type="checkbox"/> Exam	<input type="checkbox"/> Active <input type="checkbox"/> Lapsed

PE Registration Number	Registration State	Registration Year	Registration Qualification	Registration Status
			<input type="checkbox"/> Comity <input type="checkbox"/> Exam	<input type="checkbox"/> Active <input type="checkbox"/> Lapsed

PE Registration Number	Registration State	Registration Year	Registration Qualification	Registration Status
			<input type="checkbox"/> Comity <input type="checkbox"/> Exam	<input type="checkbox"/> Active <input type="checkbox"/> Lapsed

PE Registration Number	Registration State	Registration Year	Registration Qualification	Registration Status
			<input type="checkbox"/> Comity <input type="checkbox"/> Exam	<input type="checkbox"/> Active <input type="checkbox"/> Lapsed

PE Registration Number	Registration State	Registration Year	Registration Qualification	Registration Status
			<input type="checkbox"/> Comity <input type="checkbox"/> Exam	<input type="checkbox"/> Active <input type="checkbox"/> Lapsed

PE Registration Number	Registration State	Registration Year	Registration Qualification	Registration Status
			<input type="checkbox"/> Comity <input type="checkbox"/> Exam	<input type="checkbox"/> Active <input type="checkbox"/> Lapsed

PE Registration Number	Registration State	Registration Year	Registration Qualification	Registration Status
			<input type="checkbox"/> Comity <input type="checkbox"/> Exam	<input type="checkbox"/> Active <input type="checkbox"/> Lapsed

PART VII Personal and Professional Reference List**AS 08.48.201(a)(3)**

List five references.

At least three of the references must be professional engineers.

Do not send reference letters unless requested by the Board.

 This reference is a professional engineer. Registration Number: State:

Name:

Address:

Phone:

 This reference is a professional engineer. Registration Number: State:

Name:

Address:

Phone:

 This reference is a professional engineer. Registration Number: State:

Name:

Address:

Phone:

 This reference is a professional engineer. Registration Number: State:

Name:

Address:

Phone:

 This reference is a professional engineer. Registration Number: State:

Name:

Address:

Phone:

PART VIII Examinations

NOTE: If you have not taken the FE exam, you must meet the regulatory requirements of **12 AAC 36.090**:

- (a) An applicant for registration as a professional engineer by examination or comity who has not passed the fundamentals of engineering examination need not take that examination if satisfactory evidence, as verified by registered engineers, is submitted to the board documenting that applicant has at least 20 years of professional engineering experience.
- (b) An applicant for registration as a professional engineer by examination or comity who is currently registered as a professional engineer in a province or territory of Canada is not required to demonstrate having passed the fundamentals of engineering examination.

	State	Year	NCEES	
Engineers	FE:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	PE:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	PE Exam Discipline:	_____		

	State	Year	NCEES	
Structural	SE:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	SE I:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	SE II		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	SE III		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	SE 16		<input type="checkbox"/> Yes	<input type="checkbox"/> No

PART IX Arctic and Seismic Requirement

12 AAC 36.110

List the location and date of the Board-approved arctic engineering university-level course completed or in progress:
(no documentation is required)

University or College: _____ Date: _____

PART X Notarized Signature

The Board of Registration for Architects, Engineers and Land Surveyors may deny, suspend, or revoke the registration of a person who has obtained or attempted to obtain a registration to practice engineering or land surveying by fraud or deceit. The person may also be subject to criminal charge for perjury.

Notary Stamp	Applicant's Signature:		Printed Name:	
	Notary Public for State of:		Subscribed and Sworn to Before me on this Day:	
	Notary's Signature:		My Commission Expires:	



THE STATE
of

ALASKA

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

Board of Registration for Architects, Engineers and Land Surveyors

State Office Building, 333 Willoughby Avenue, 9th Floor

PO Box 110806, Juneau, AK 99811-0806

Phone: (907) 465-2550 • Fax: (907) 465-2974

Email: AELSboard@Alaska.Gov

ProfessionalLicense.Alaska.Gov/BoardOfArchitectsEngineersAndLandSurveyors

Verification of Work Experience — Engineer by Comity or Exam

→ **Applicant:** Complete this top part and then forward it to your employer or supervisor where you obtained your work experience. Make copies as needed.

Full Name:		Applying by:	<input type="checkbox"/> Comity <input type="checkbox"/> Exam
-------------------	--	---------------------	--

Work experience forms and letters of reference must bear the signed and dated PE stamp (seal) of the verifier.

The work experience forms and letters must be faxed or mailed directly from the signer to the Juneau office.

COMITY APPLICANTS ONLY: If you have at least five years of post-registration experience, in lieu of work experience verifications, you may provide two current letters of reference from registered engineers in the same discipline for which you are applying to verify that experience. The letters should address:

- your professional experience on projects;
- your ability and character;
- their professional association to you;
- how long they have been an associate of yours (minimum of 5 years);
- their specific branch of engineering practice; and
- their registered discipline (if any).

WORK EXPERIENCE CALCULATION TABLE:

Start Date: _____ + End Date: _____ = Months: _____

Employment gaps of two or more months: _____ - "Months" = Total Months: _____

Definitions:

Sub-professional work

means time spent working as rodman, chainman, recorder, draftsman, clerk of works, instrumentation, inspector, or similar work where personal responsibility and technical knowledge are slight.

Professional work

means the time the applicant has been occupied in architecture, engineering, land surveying, or landscape architecture work of higher grade and responsibility than that of sub-professional work.

Responsible Charge

may be gained either in the field or in the office. Responsible charge means:

- In the field, the applicant must have had the direction of work, the successful accomplishment of which rested upon the applicant, where the applicant had to decide questions of methods of execution and suitability of materials without relying upon advice or instructions from his/her superiors and where the applicant had to supply solutions to deficiencies in plans or had to correct errors in design without first referring them to higher authority for approval, except where the approval is a matter of form.
- In the office, the applicant must have had to undertake investigations or carry out assignments which demand resourcefulness and originality, or make plans, write specifications, and direct drafting and computations for the design of architectural, engineering, or land surveying work with only rough sketches, general information and field measurements for reference.

→ **Verifiers of Work Experience:** Complete pages 2 and 3 of this form. Fax, mail, or email it directly to the Division. We require ALL three pages.

Any gaps of employment for any reason during the time frame above in excess of two continuous months must be subtracted from the "Months" above.

Information about the Applicant:

Name:	
Title:	
Duties:	

Describe the work the applicant performed, and his/her responsibilities:

What professional association did you have with the applicant?

Would you employ this applicant in a position of trust? **Yes** **No**

Do you recommend the applicant for professional registration? **Yes** **No**

Referring to the definitions provided on the next page, in your opinion, has the applicant had *professional* experience on any projects? **Yes** **No**

Please name one:

The total months for sub-professional and professional experience should equal the total months during the period of employment stated on the previous page. Responsible charge experience is a subset of professional experience and should be less than or equal to the number of months entered for question number 2.

1. Using the definitions and period of employment from Page 1, how many months were considered "sub-professional" work?

2. Using the definitions and period of employment from Page 1, how many months were considered "professional" work?

3. Using the definitions from Page 1, of the time considered "professional" work, how many months was the applicant in a position of "responsible charge"?

(Only PEs may verify "responsible charge" experience)

Are you a professional engineer? Yes No

Were you registered at the time you supervised the applicant? Yes No

Were you registered in a discipline-specific state? Yes No

Which discipline ?

* If no stamp or seal is available, please state the reason why:

Professional Seal*	Signed by: _____	Date: _____
	Printed Name: _____	Title: _____
	Phone: _____	Email: _____
	Registration #: _____	Registration State: _____

The verifier of work experience must submit ALL THREE PAGES directly to the Division by mail, email, or fax.



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
333 Willoughby Avenue, 9th Floor, Juneau, AK 99801
PO Box 110806, Juneau, AK 99811
Phone: (907) 465-2550 • Fax: (907) 465-2974

CREDIT CARD PAYMENT

For security purposes please do not email credit card information. Fax or mail this credit card payment form to the Division. Completion of this form is not proof of payment until the Division processes the information. If any information on this form is illegible, the form will be rejected.

Name of Applicant or Licensee: _____

Type of License: _____ 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 (name change, wall certificate, fine, duplicate license, exam, etc.):

1. _____

2. _____

Total: _____

Name (as shown on credit card): _____

Mailing Address: _____

Phone: _____ Email (optional): _____

Credit Card Type: [] VISA — or — [] Mastercard

Signature of Credit Card Holder: _____

VISA or Mastercard Number: _____ Expiration Date: _____

This section below the dotted line will be destroyed upon processing of the payment.

NEW BUSINESS

From: [Greider, Megyn A \(LAW\)](#)
To: [Jones, Alysia D \(CED\)](#)
Cc: [Chambers, Sara C \(CED\)](#); [Savage, John R \(CED\)](#)
Subject: FW: Request: AG Consult - AELS Board - Photogrammetry
Date: Wednesday, July 12, 2017 1:37:21 PM
Attachments: [2017-04-26 Ortho Guidance Manual Language.pdf](#)
[AS 08.48.341 Land Surveying Flowchart Rev 2.0.pdf](#)

Hello Alysia,

Thanks for emailing Board member Kerr's question. As it turns out, the question of whether these types of services of mapping for design fall under the definition of land surveying is a question for the Board. First, a little context – when a court reviews an agency (Board) decision, there are two possible levels of review. The level of review most deferential to the Board is the “reasonable basis test” under which a court will affirm the board’s decision if there is a reasonable basis for it. The level of review which is least deferential to the Board is the “substitution of judgment test” under which the court disregards the Board’s decision and substitutes its own judgment. A Board’s interpretation of its own statutes or regulations is reviewed under the reasonable basis test if the interpretation requires subject matter expertise that is unique to the Board. But if LAW (which does not have the level of subject matter expertise the Board does) were to pick an interpretation of land surveying for the Board, that interpretation would not be given any deference by a reviewing court and the judge would be free to substitute his or her own judgement. Therefore, because an interpretation of whether these types of services for mapping should fall within the definition of land surveying requires expertise which the Board has but LAW does not, this is a question for the Board.

First, does the Board want to issue an interpretation?

Board Investigator John Savage can speak to any impact the absence of a Board interpretation including or excluding services of mapping for design in the definition of land surveying may have on enforcement. John is cc'd to this message.

The Board can choose to issue an interpretation of whether services of mapping for design fall under the definition of land surveying for which a license is necessary. There is currently a definition of land surveying in AS 08.48.341(14). Based on what I know of how this issue came up, it seems there may be some confusion by the public and in the field over this definition. The Board can look at whether its statutes and regulations are being misread by the public and its licensees, what risk there might be, and whether wading in with a written interpretation would benefit understanding and enforcement of the statute.

The Board can choose not to issue an interpretation of whether services of mapping for design fall under the definition of land surveying for which a license is necessary. And in that case, the current definition of land surveying is what it is and the Division Investigator can still, at the request of the Board, investigate complaints of unlicensed practice that are filed with the Division or with the Board. Whether we are able to successfully prosecute a particular case of unlicensed practice will depend on the facts and circumstances of each individual case (i.e., the type of work performed, the level of experience or training of the person, who was in responsible charge of the project, any oversight that might have been provided by a licensee, etc.) and the persuasiveness of our

arguments that a particular activity falls under the current definition of land surveying for which a license is required. After presenting the case, the Board (or a superior court judge if appealed) would be the final decision-maker of whether the activity constituted unlicensed practice of land-surveying.

Second, how would the Board go about issuing an interpretation?

If the Board opts to issue an interpretation of whether services of mapping for design fall under the definition of land surveying for which a license is necessary, we recommend building a robust record. A record of the Board's consideration and deliberation will be necessary to defend any final interpretation in court. When building a comprehensive record, we advise the Board consider: public safety, industry standards, any impact upon the competitive market, opposing positions, how the issue came up in Alaska, how Alaska has handled the issue to date (formally or informally), any positions taken by recognized professional associations, what other states have done, and any other information the Board in its expertise deems relevant to making a decision.

Please keep in mind that, unless adopted by reference in statutes or regulations, materials published by the board are advisory – not compelling authority. Therefore, if the Board opts to issue an interpretation of whether the preparation of orthophotos and orthomosaic imagery falls under the definition of land surveying, the language in the attachment "Ortho Guidance Manual Language" can be included in the Guidance Manual, but an adoption by reference of the updated Manual will have to be made in the regulations.

Finally

I hope this email has provided some useful context, shown what options are available, and clearly articulated technical guidelines. If you have any other questions, please don't hesitate to contact me. Thank you.

Kind Regards,
Megyn

Megyn A. Greider
Assistant Attorney General

From: Andersen, Signe P (LAW)
Sent: Friday, June 16, 2017 1:52 PM
To: Greider, Megyn A (LAW)
Subject: FW: Request: AG Consult - AELS Board - Photogrammetry

Do you have time to review and advise?

From: Jones, Alysia D (CED)
Sent: Friday, June 16, 2017 11:50 AM
To: Andersen, Signe P (LAW)
Cc: Chambers, Sara C (CED); Savage, John R (CED); John Kerr, PS; Savage, John R (CED)
Subject: Request: AG Consult - AELS Board - Photogrammetry

Good morning, Signe.

The Alaska Board of Registration for Architects, Engineers and Land Surveyors requests assistance from the Attorney General's Office regarding whether services of mapping for design fall under the definition of land surveying.

Sec. 08.048.341. Definitions (14) "practice of land surveying" means the teaching of land surveying courses at an institution of higher learning, or any service or work the adequate performance of which involves the application of special knowledge of the principles of mathematics, the related physical and applied sciences, and the relevant requirements of law for adequate evidence of the act of measuring and locating land, geodetic and cadastral surveys for the location and monumentation of property boundaries, for the platting and planning of land and subdivisions of land, including the topography, alignment, and grades for streets, and for the preparation and perpetuation of maps, record plats, field note records and property descriptions that represent these surveys;

Below please find the initial request from AELS board member John Kerr, which outlines the reason for the request and overall objective. For your reference, the following PDFs are attached:

- **2017-04-26 Ortho Guidance Manual Language** – This document contains language regarding the preparation of orthophotos and orthomosaic imagery and is currently in the process of being incorporated into the AELS Guidance Manual anticipated to be released later this summer pending final review of the Board at the August meeting
- **AS 08.48.341 Land Surveying Flowchart Rev 2.0** – This document contains a flowchart that may be used to assist in determining if an activity falls under the AS 08.48.341 (14) practice of land surveying and is also in the process of being added to the AELS Guidance Manual.

Thank you,

Alysia D. Jones

Executive Administrator

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

907.465.1676

[Alaska AELS Board Website](#)

From: John B. Kerr

Sent: Thursday, June 15, 2017 3:52 PM

To: Jones, Alysia D (CED) <alysia.jones@alaska.gov>

Cc: Brian Hanson, [REDACTED] 'John.Savage@Alaska.gov'
<John.Savage@Alaska.gov>

Subject: AG Consult - Photogrammetry

Hi Alysia,

I'm writing to request a consult with the AG's office (preferably with Megyn Greider who is familiar with the AS 08.48.341 (14) definition of land surveying). Ms. Greider reviewed the definition of land surveying flowchart and spoke to the board at our meeting in November 2016.

Reason for Request:

There are at least two state agencies who have recently asked for, or procured, photogrammetric services for planning (design) purposes without requiring for professional licensure for these services. I, not as a representative of the AELS Board, have contacted both of these agencies in an effort to educate them about AELS related statutes applicable to these procurements. One agency simply did not respond (I've been told an unlicensed firm was selected to do the work). I have had an ongoing discussion with the other agency about photogrammetry and responsible charge (both of which are problematic in their solicitation). This agency has received proposals and the award is pending. It is unknown how many unlicensed firms responded but the RFP holder list includes a number of unlicensed firms.

The responsible charge matter seems very clear. The photogrammetry issue also seems very clear but the language doesn't specifically call out photogrammetry or drones or UAVs so some folks don't understand that these are included activities. The board has discussed the photogrammetric issue and the attached language is being (or has been) incorporated into the guidance manual.

The solicitations are likely to generate complaints – I've been contacted by individuals in the community requesting assistance in educating the agencies on both of these procurements. Individuals who know about the matters don't want to do anything upset the procurement agencies out of fear that they will be discriminated against on future procurements. The complaints won't be about the agencies because each agency is simply the contracting agency. It will be complaints against unlicensed firms offering to provide land survey services. Those firms will likely feel "baited" as the procurement agencies are not requiring licensure.

Target Outcome:

I'd like to have a written AG position on whether or not services of mapping for design (regardless of the measurement methods/technologies – ground, manned aircraft, UAV, etc.) fall under the definition of land surveying. I'd like that position to mention some of the technologies that folks are using so that folks using those technologies don't have to interpret too much. Having a clear position will benefit the board (and the state) by providing the board with language that can be used in education efforts and by letting the investigator and board know what the AGs office will/will not support. If we are miss-stating what the law says: let's hear that sooner than later and let's hear it in a letter or memo instead of at a complaint hearing. I'd like to be the point of contact for this effort and would like to discuss the matter with the AG representative as they undertake their research.

There are significant public monies spent based on this mapping and there is significant potential for erroneous data leading to wasted money. This all translates to public safety when projects to improve public safety don't get built because the funding was consumed solving problems created by bogus photogrammetric mapping

John Savage has been cc'ed with all of my correspondence to these agencies.

Thanks and feel free to call with questions,

John

John Kerr, PS, CFedS



12 AAC 36.185. USE OF SEALS.

- (a) A registrant may
- (1) not sign or seal a drawing or document dealing with professional services in which the registrant is not qualified to sign or seal by virtue of education, experience, and registration;
 - (2) approve and seal only design documents and surveys that are safe for public health, property, and welfare in conformity with accepted architecture, engineering, land surveying, and landscape architecture standards in Alaska;
 - (3) seal only final drawings, surveys, reports, and required construction documents for which the registrant is qualified to seal and for which the registrant claims responsibility;
 - (4) not knowingly allow the use of his or her seal by another person on a document that the registrant has neither prepared nor reviewed personally;
 - (5) not use the seal or a reproduction of the seal of another registrant on a document, regardless of the intended use of the document;
 - (6) not sign a name other than his or her own name over a seal, and may not forge the signature of the individual to whom the seal was issued by the board; and
 - (7) not sign or seal drawings, documents, or other professional work for which the registrant does not have direct professional knowledge and direct supervisory control.
- (b) If portions of drawings, documents, or other professional work are prepared by other registered professionals, a registrant may seal only that portion of the work for which the registrant has direct professional knowledge and direct supervisory control.
- (c) Each office maintained for the preparation of drawings, specifications, reports, or other professional work that will require a professional seal must have a registrant assigned to and regularly employed in that office who has direct knowledge and supervisory control of that work.
- (d) The registrant shall include the date each time the registrant signs and seals a document by electronically or manually inserting the date within the seal or within two inches of the seal.
- (e) The registrant, by sealing final drawings, takes responsibility for related discipline specifications included in the final drawings, unless under AS 08.48.221 the registrant certifies on the face of the document the extent of the registrant's responsibility.
- (f) An electronic image of a signature may be used on the seal if the registrant or the owner of the documents retains an original copy of the documents, accessible for later reference, that has either
- (1) an original hand signature over the seal; or
 - (2) software in place that will automatically remove or modify the electronic image of the signature if the document is modified.
- (g) The registrant shall include on all documents that are required to be signed and sealed
- (1) its business name, physical address, and telephone number;
 - (2) the project name or identification;
 - (3) the project address or location; and
 - (4) the certificate of authorization number issued to the corporation, limited liability company, or limited liability partnership to practice architecture, engineering, land surveying, or landscape architecture, if applicable.
- (h) On documents where multiple entities that are authorized to practice architecture, engineering, land surveying, or landscape architecture are indicated, the registrant shall clearly identify the sole proprietor, partnership, corporation, limited liability company, limited liability partnership, or other authorized entity responsible for the work.
- (i) Drawings, engineering surveys, reports, and construction documents regarding the structural systems of a significant structure must be sealed by a registered structural engineer.

Authority:

AS 08.48.101

AS 08.48.111

AS 08.48.221

12 AAC 36.110. ARCTIC AND SEISMIC REQUIREMENT.

12 AAC 36.110. ARCTIC AND SEISMIC REQUIREMENT. (a) An applicant for registration as an architect, engineer, or landscape architect must have successfully completed a board-approved university level course in arctic engineering or its equivalent.

b) In addition to (a) of this section, an applicant for architectural registration by comity shall pass the NCARB examination on seismic forces unless the applicant was registered by examination in

- (1) California in 1936 or later;
- (2) Alaska, Hawaii, Idaho, Montana, Nevada, or Washington state in June 1963 or later;
- (3) Utah or Arizona in December 1963 or later;
- (4) Colorado in June 1964 or later;
- (5) Guam in June 1965 or later;
- (6) New Mexico in June 1966 or later; or
- (7) any other NCARB jurisdiction in June 1968 or later.

Authority: AS 08.48.101 AS 08.48.181 AS 08.48.191
AS 08.48.171

From Siangco, Delma O (CED) **Date** Wednesday, May 10, 2017 11:54:34 AM
To Hackenmiller, Sarena E (CED); Lumbab, Arlene L (CED); Fagerstrom, Kathryn E (CED)
Cc Jones, Alysia D (CED)
Subject RE: State of Alaska Business License
 [image001.jpg](#) (490 B [HTML](#))

Thank you Sarena.

I will notify the BL applicant to contact AELS to get exemption from PL.

Delma O. Siangco

Business Licensing Examiner
Division of Corps., Business & Professional Licensing
Department of Commerce, Community & Economic Development
State of Alaska
PO Box 110806
Juneau, AK 99811-0806
delma.siangco@alaska.gov
(907) 465-5456

From: Hackenmiller, Sarena E (CED)
Sent: Wednesday, May 10, 2017 11:14 AM
To: Siangco, Delma O (CED) <delma.siangco@alaska.gov>; Lumbab, Arlene L (CED) <arlene.lumbab@alaska.gov>; Fagerstrom, Kathryn E (CED) <kathryn.fagerstrom@alaska.gov>
Cc: Jones, Alysia D (CED) <alysia.jones@alaska.gov>
Subject: RE: State of Alaska Business License

Good morning Business Licensing team,

Per the board responses below, the AELS Board would like to initiate a new procedure to ensure that any businesses using the code **541360 Geophysical Surveying and Mapping Services** are not offering land surveying services. Our goal is to find them exempt from obtaining an AEL Certificate of Authorization (COA). Exemption is case-by-case, based on certain criteria laid out by our Board members.

Please request that any business license applicant using this NAICS code contact the AEL Board for exemption. We will ask the business to prove that they will not be performing or offering land surveying. We will then communicate with you that they are exempt from obtaining a COA through our board. This will be a prioritized turnaround so you may move forward within your process time.

Please let me know if you have any questions or changes,

Sarena E. Hackenmiller

Licensing Examiner

Licensing Examiner Report – July 2017

1. Applications to be reviewed at August 2017 Board meeting:

Total: 121

Comity: 48

Exam: 51

Grandfathering: 15

(Total re-review: 3)

PE: 89 SE: 17

Land Surveying: 2

Landscape Architecture: 2

Architecture: 5

2. Registration April 1, 2017 – July 19, 2017

Total: 118

Individuals: 105

Engineering: 86

Land Surveying: 4

Landscape Architecture: 2

Architecture: 12

Corporations: 13

LLC: 6

LLP: 0

Corps: 7

3. FE/FS Examinees

Examination	Jan 1-July 19, 2017	Pass	Fail
FE	96	80	16
FS	6	2	4

4. April 21, 2017 PE Examinees – 82 registered - 50 Passed / 31 Failed / 1 No Show

5. 2017 AKLS Examinees – 13 registered – 9 Passed/ 4 Failed

6. Verifications completed - 65 NCEES.org: 58 **States/paper: 7**

7. Renewals received April 1, 2017 – July 19, 2017: 13 Individuals/ 5 Firms

8. Reinstatements received April 1, 2017 – July 19, 2017: 1

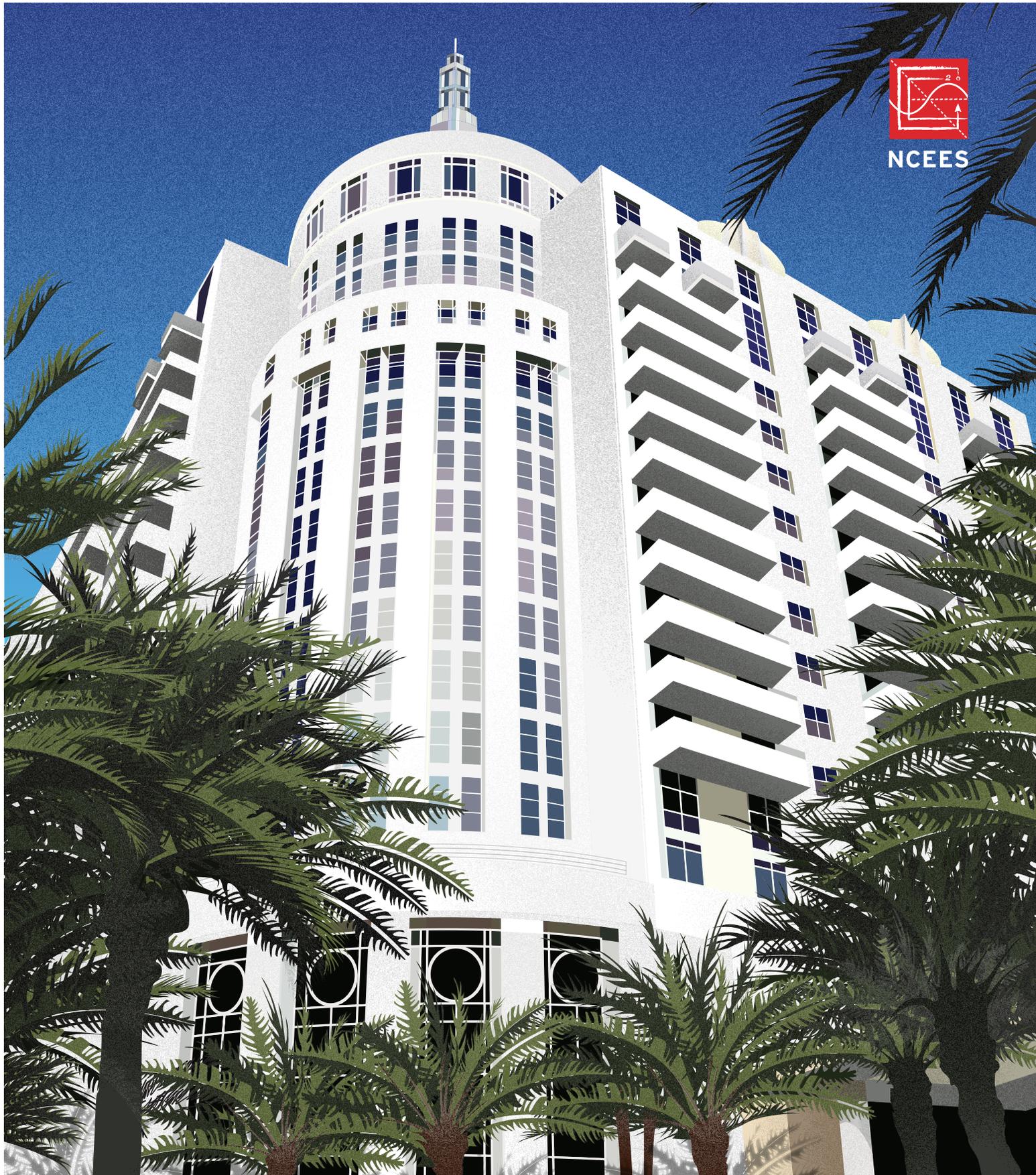
9. Applications received (all) January 1, 2017- July 19, 2017: 351 (318 Individual/ 33 Firms)

Additional Comments: 59/73 people who submitted a NCEES Council Record to us since 6/2016 are MLE (some are also MLSE). Data compiled 5/25/17.

TRAVEL



NCEES



96TH NCEES ANNUAL MEETING

MIAMI BEACH, FLORIDA ♦ AUGUST 23-26, 2017



FROM THE PRESIDENT

Miami Beach has changed considerably since NCEES last met there in 1965. But, then again, so has NCEES. The 96th annual meeting is an opportunity to celebrate how far we've come and plan the way ahead.

The NCEES member boards will come together in August to debate the issues and vote on motions that will chart the course for the professions of engineering and surveying. The standing committees and task forces have worked diligently to address their charges this year, and now is the time for the Council to hear their final reports and decide how the organization will proceed.

Recognizing the importance of active involvement from our member boards, NCEES voted at the 2016 annual meeting to increase funding for member board delegates. This year, NCEES will fund three members or associate members from each member board to attend the annual meeting. Additionally, NCEES will continue to fund all new members and members board administrators appointed in the last 24 months to attend their first annual meeting. New people bring new ideas and fresh perspective, so I encourage boards to take advantage of this funding. We will hold a First-Time Attendee Luncheon on Wednesday to introduce our newest board members and staff to the organization and help them navigate the annual meeting. I look forward to meeting those of you attending for the first time at the luncheon and throughout the week.

Also on the agenda are workshops and forums to discuss various professional issues. We have a number of workshops that offer professional development hours for professional engineers and surveyors. A technical tour of PortMiami will give a behind-the-scenes look at the cargo and cruise areas of the port. Other workshops on ethics, law enforcement, and engineering and surveying education will provide forums to exchange ideas and information.

The annual meeting will also give us the opportunity to enjoy the beauty and vibrant culture of Miami Beach and spend time together in a more informal setting. We are easing into the meeting with an optional dine-around event on Tuesday evening, which will allow us to meet in smaller groups and sample some of the tastes of Miami Beach. We will officially kick off the meeting the following day, enjoying a Welcome to Miami Party at Barefoot Beach and Café Nikki. We will close the week with the Installation and Awards Gala, where we will install the new board of directors and honor the contributions of dedicated individuals who have served this organization with distinction. If your travel plans allow, consider joining the optional Everglades Airboat Adventure on Saturday. The Everglades National Forest borders Miami, and I hope many of you will have the opportunity to explore the plants and wildlife of this unusual ecosystem.

The 96th annual meeting is shaping up to be both productive and enjoyable. I look forward to seeing you there.

D. Turner

Daniel S. Turner, Ph.D., P.E., P.L.S.
2016-17 NCEES President

SCHEDULE OF EVENTS

NCEES MEETINGS APP

The 2017 annual meeting will be available in the NCEES Meetings app in early August. Those who still have the app on a device from last year's meeting are set. When the app is updated for the 2017 meeting, all registered attendees will receive an email with the passcode.

Need to download the app? Go to ncees.org/mobile from your device to find the links to the app in the iTunes and Google Play stores. You will be notified in August when the meeting is available within the app.

This year, the scavenger hunt will be back with more prizes and new rules, so make sure the app is installed and up to date. The game will roll out the week before the meeting.

TUESDAY, AUGUST 22

1:00-5:00 p.m.

2016-17 Board of Directors Meeting

5:30-7:30 p.m.; 6:00-8:00 p.m.; 6:30-8:30 p.m.

South Beach Dine-Around Walking Tour (optional, \$70 per person)

Get to know South Beach and sample the flavors of Miami on this dine-around tour. A guide will discuss the local history and architecture as you make your way to each culinary stop. Enjoy courses at the iconic Tides Hotel, Gloria Estefan's award-winning Larios on the Beach, and the exotic Taverna Bolivar. The set menu will include tastings of specialties such as empanadas, papa rellenas, bacon-wrapped maduros, and beef picadillo, and drinks such as a rum royale and sangria.

This tour requires 2 miles of walking, with up to a half-mile between each location and 1 mile from the last stop to return to the hotel. The menu is set, so individual modifications may not be possible. This activity is available only to attendees with a full registration package. Select a specific departure time when you register; each time slot can accommodate up to 25 people. Be sure to schedule your flight to arrive in plenty of time for this event. Cancellations after August 11 and no shows are not refundable.

WEDNESDAY, AUGUST 23

8:00-9:30 a.m.

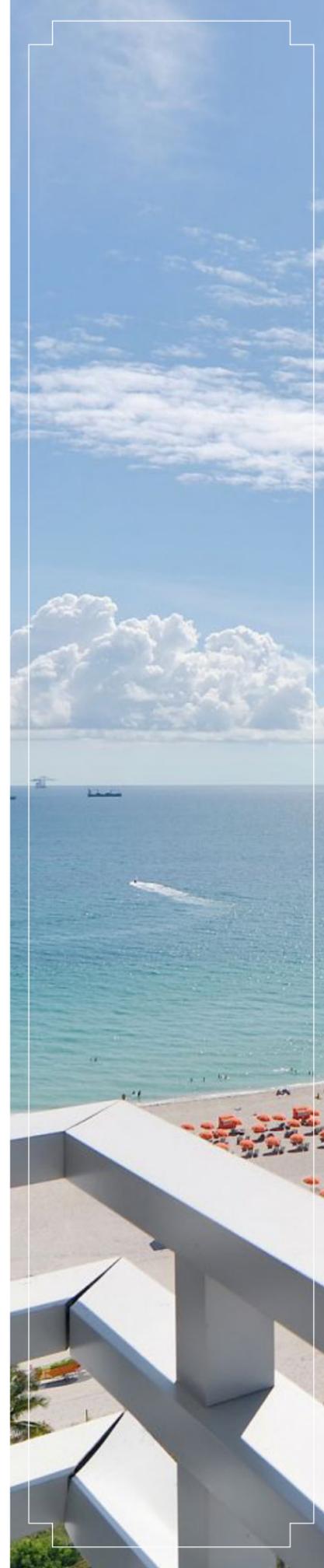
Professional Ethics 1: Why High-Character Employees Are the Key to Success in Engineering and Surveying (1.5 PDHs)

Many engineering and surveying companies hire for competence but fire for character. This approach is a serious mistake, because a single dishonest employee can be a financial nightmare. Bruce Weinstein, Ph.D., CEO of the Institute for High-Character Leadership, will show you how to bring only honest and accountable people on board—and why you can't afford to overlook this aspect of hiring. *Session can be taken alone or with the 10:00 a.m. session.*

8:00-9:30 a.m.

Understanding Exam Development

NCEES Director of Exam Services Tim Miller, P.E., will explain the life cycle of an NCEES exam—from identifying the need for a new exam to developing, administering, and scoring an exam—and highlight differences between developing pencil-and-paper and computer-based exams. This workshop is recommended for anyone wanting a better understanding of the exam development process, including first-time attendees and those interested in serving on an exam development committee.



8:00-10:30 a.m.

Technical Tour of PortMiami (1 PDH)

PortMiami is among the United States' busiest ports and is recognized as a global gateway. It is Big Ship Ready, with \$1 billion of infrastructure improvements complete, including the Deep Dredge Project, which increased the channel depth to -50/-52 feet. In 2015, 18 different cruise ship companies berthed 42 ships at PortMiami, serving 4.9 million passengers, and more than 8.5 million tons of cargo moved through the port. Join a bus tour of the cargo and cruise areas to learn about engineering and construction projects as well as operations of the port. *This tour has a maximum capacity of 50 people. The group will remain on the bus during the tour. Guests may be added to the waiting list on-site only.*

8:00-11:30 a.m.

MBA Professional Development: Public Relations University

Public relations experts from the American Society of Civil Engineers will facilitate this interactive training on how to work with the media, craft and deliver compelling messages that will resonate with your audience, make your events and reports media-worthy, and handle tough interview questions. Through hands-on exercises, attendees will have the opportunity to practice what they've learned.

10:00-11:30 a.m.

Professional Ethics 2: Being Ethical is Cool—and Profitable (1.5 PDHs)

It doesn't matter how knowledgeable or skilled a new employee is. If he or she isn't as committed to ethics as you are, your company is heading for a catastrophe. Bruce Weinstein, Ph.D., CEO of the Institute for High-Character Leadership, will show you how to hire only ethical, high-character people. *This session is a continuation of the 8:00 a.m. workshop but can be taken alone.*

10:00-11:30 a.m.

I-395/SR 83611/I-95 Project (1.5 PDHs)

The Florida Department of Transportation I-395 Design Build Finance Project encompasses several projects, including I-395 reconstruction, I-95 pavement reconstruction, and Miami-Dade Expressway Authority SR 83611 capacity improvement. The project will rebuild the entire I-395 corridor to increase capacity, improve operations and safety of the corridor. The project includes building a signature bridge over Biscayne Boulevard and streetscape improvements that will connect the Overtown neighborhood to downtown Miami. Construction is anticipated to begin late 2017, and the project is expected to last five years at an estimated cost of \$802 million. Join FDOT project manager Maria Perdomo, P.E., for an overview of this project and plans for moving forward.

11:45 a.m.-1:00 p.m.

First-Time Attendee Luncheon

Get to know NCEES and some of the organization's leaders, and learn more about the important role the annual meeting plays in advancing licensure. NCEES Chief Operating Officer Davy McDowell, P.E., will give an overview of the Council and how members can get involved, explain the purpose of the annual meeting, and provide tips for successfully navigating the business sessions and forums. *Funded first-time attendees are required to attend.*

1:30-3:00 p.m.

Miami-Dade County Sewer Consent Decree (1.5 PDHs)

Miami-Dade County commissioners have agreed to a consent decree that requires the county to upgrade its wastewater treatment plants and its collection and transmission system over a 15-year period. AECOM and a team of sub-consultants are providing overall program and construction management services for the \$2 billion program. Join AECOM's program manager, David Wood, P.E., to learn about the lead-up to the decree as well as the scope of the projects, the organization, and the challenges ahead.

DINING

A hospitality desk will be open throughout the week to assist with dinner reservations or suggestions. There are many dining options within walking distance of the hotel.

Many nearby restaurants will be participating in **Miami Spice** in August to showcase the best of Miami cuisine. Restaurants will offer three-course meals featuring signature dishes created by world-renowned chefs at reduced prices: lunch **\$23** and dinner **\$39**. Reservations are strongly recommended. Stop by the hospitality desk in advance for suggestions.

Quick Tip

Many restaurants in Miami Beach, including those at the Loews, automatically add gratuity.

ACTION ITEMS & CONFERENCE REPORTS

The 2017 NCEES *Action Items and Conference Reports* contains committee reports and motions that will be presented at the annual meeting. A PDF will be available for download on the Board Resources section of neces.org by July 1. A flash drive can be requested when registering. Printed copies will be available at the meeting.

1:30-3:00 p.m.

Toward a National Center for Online Surveying Education

With a lack of surveying education programs in many areas of the United States, a national standard for online education in surveying could provide a more economical solution to traditional brick-and-mortar approaches. Join Raymond Hintz, Ph.D., P.L.S., University of Maine professor of surveying engineering technology, for a discussion of online approaches to surveying education.

1:30-3:00 p.m.

Challenges to Licensure

Join a panel of member board representatives to discuss recent challenges to licensure in their respective jurisdictions and any changes due to recent proposed legislation and concerns related to the U.S. Supreme Court ruling in *North Carolina State Board of Dental Examiners v. Federal Trade Commission*.

3:30-5:00 p.m.

BIM or Bust—Who's in Charge? (1.5 PDHs)

As the use of building information modeling grows, so does the need for guidance to professional engineers and surveyors who use BIM as a tool in the delivery of project design and construction with other project participants. This workshop will focus on responsible charge within the BIM framework while also providing an overview of the use of BIM in construction projects.

3:30-5:00 p.m.

UAVs in the Surveying Profession: How Do We Regulate? (1.5 PDHs)

Unmanned aerial vehicles are becoming more commonplace in the surveying profession. The workshop will cover the selection and use of the most common types of UAVs as well as FAA rules, project planning, common software, and work flows. This will be followed by a discussion of safety concerns and liability issues as well as the evolution of UAV regulation.

3:30-5:30 p.m.

The Education Leg of the Licensure Stool

Members of the Committee on Education and NCEES Credentials Evaluations staff will facilitate a better understanding of the education component of licensure requirements in order to promote consistency in education evaluations among member boards. Topics will include ABET accreditation, the NCEES Education Standard, international mutual recognition agreements, and the NCEES Credentials Evaluations service. This workshop is recommended for board members and administrators who evaluate or approve education requirements for license applications.

6:30-9:00 p.m.

Welcome to Miami Beach Party

Kick off this year's annual meeting at a private beach party at the southernmost point of Miami Beach. After a short bus ride, enjoy dinner and hosted beer and wine among the swaying palm trees of Barefoot Beach and Café Nikki. Relax in a cabana or the air-conditioned dining area. Learn to play dominoes, or try your hand at the conga drums. The evening's food, music, and games will be the perfect introduction to Miami Beach.

The beach party is 1.5 miles from the hotel. Transportation will be available for everyone. Indicate any special transportation needs when you register. Maps will be available on-site for those who prefer to walk. Shuttles will be available throughout the night to return to the hotel.

THURSDAY, AUGUST 24

7:00-8:00 a.m.

2016-17 Committee Chairs Breakfast (by invitation)

7:00-8:30 a.m.

Breakfast

8:30-11:30 a.m.

Engineering Forum

Forum topics will focus on areas of interest to the engineering community. The group will discuss technical topics and what's ahead for NCEES exams.

8:30-11:30 a.m.

Surveying Forum

Forum topics will concentrate on areas of interest to the surveying community. The group will discuss technical topics as well as NCEES exam news.

8:30-11:30 a.m.

MBA Forum

The Committee on Member Board Administrators will lead a discussion of topical issues, including effective techniques and processes used by various member boards. Help construct the agenda by providing suggestions for topics when registering for the meeting.

11:30 a.m.-4:30 p.m.*

Guest Lunch: Miami Neighborhood Food Tour

Enjoy a progressive, informative lunch traveling by bus to six locations in three Miami neighborhoods. Guests will sample a popular culinary delight at each stop, such as chicken plantain patacones, mahi mahi ceviche, and a classic mojito. Between courses, get a crash course on the world-famous Art Deco architecture in South Beach; hear interesting stories behind the creation of the Wynwood neighborhood and see its amazing murals; and immerse yourself in the native life of Little Havana, where you will learn the art of cigar-rolling and witness the fierce competitions at Domino Park. This tour is a perfect overview of the sights and tastes of these popular Miami neighborhoods.

**The tour will last four to five hours. Several variables that cannot be predicted contribute to the total tour time. Indicate any special transportation needs during registration. Each neighborhood stop requires one to three blocks of walking to experience the full tour. Set menus may not allow special dietary accommodations.*



11:45 a.m.-1:15 p.m.

Keynote Luncheon with Isaac Lidsky: Eyes Wide Open

You will be more empowered than ever to tackle personal and professional hurdles after listening to Isaac Lidsky. This former child actor turned Supreme Court clerk turned CEO made headlines after he transformed a struggling construction company into a multimillion-dollar business. Don't miss Lidsky's inspiring story, which proves that even the most insurmountable odds can be overcome with the right perspective.

1:30-3:45 p.m.

Business Session 1

4:00-5:00 p.m.

Zone Meetings



2017-18 COMMITTEES

Organizational meetings for 2017-18 committees and task forces will be held following the business sessions. Most will be held Friday afternoon or Saturday morning. A schedule will be available at the registration desk.

WORKSHOP PDHS

The 2017 annual meeting agenda includes workshops that offer professional development hours (PDHs) for professional engineers and surveyors. Licensees are responsible for selecting workshops appropriate to their needs. Contact the relevant licensing board with questions about continuing education requirements.

A form to self-report attendance at sessions with PDH credits will be available for download at ncees.org/annual_meeting. Individual certificates will not be provided.

FRIDAY, AUGUST 25

7:00-8:00 a.m.

Past Presidents' Breakfast (by invitation)

7:00-8:30 a.m.

Breakfast

8:00-9:00 a.m.

Business Session 2

9:15-10:15 a.m.

Zone Meetings

10:30 a.m.-Noon

Business Session 3

12:15-1:15 p.m.

Recognition Luncheon

NCEES will recognize the 2016-17 committee chairs and the grand prize winners of the 2017 NCEES Engineering Education and Surveying Education awards.

1:30-4:30 p.m.

Business Session 4

1:30-4:30 p.m.

Law Enforcement Forum

The forum is an interactive program for board investigators, attorneys, board members, and MBAs interested in learning about and sharing experience in the current practices in the enforcement of board laws and rules. The forum will begin with an overview of law enforcement resources available to member boards. Participants will then take part in round-table discussions of law enforcement topics selected during registration, such as

- ◆ Effective reciprocal action—when is it piling on?
- ◆ When should a board expunge a disciplinary action?
- ◆ Determination of what constitutes conflict of interest for licensees
- ◆ Use of modern technology and social media in investigations
- ◆ Strategies for establishing methods to monitor compliance with disciplinary orders

The forum will conclude with an open discussion of current issues in law enforcement affecting member boards.

6:30-7:00 p.m.

Reception

Before the gala, relax and enjoy complimentary wine and beer and an optional cash bar.

7:00 p.m.-Until

Awards and Installation Gala

Enjoy a special evening to honor the 2017 NCEES service award recipients and recognize the NCEES board of directors. The 2017-18 board of directors will be installed, and President-Elect Patrick Tami, P.L.S., will present his vision for the year ahead. Following the program, delegates and guests are invited to conclude the evening at a dessert reception.

Complimentary drink tickets for wine and beer will be provided for the gala and receptions. Bar service will be available throughout the event.

SATURDAY, AUGUST 26

7:30-9:00 a.m.

Breakfast

8:00-9:00 a.m.

2017-18 Committee Chairs Breakfast (by invitation)

9:00 a.m.-Noon

Business Session 5 (if needed)

9:00 a.m.-4:00 p.m.

Law Enforcement Program: Comprehensive Regulatory Workshop (6 PDHs)

This high-energy, comprehensive workshop involves virtually all aspects of a legislatively created state-based regulatory system. Attendees will be challenged with identifying and discussing the duties and responsibilities of boards, board members, and staff. Topics will include an analysis of language, applications and renewals, complaints and investigations, resolutions and consent agreements, formal hearings, post adverse-action disclosure and public records, administrative expungements, and state board outreach. Attendees are encouraged to participate in the discussions and guide topics to ensure relevance to the regulatory community.

9:00 a.m.-1:30 p.m.; 9:30 a.m.-2:00 p.m.

Everglades Airboat Adventure (optional, \$100 per person, includes a box lunch)

Skip across the shallow waters and sawgrass prairie in the Everglades as a guide prepares you for a day of natural wonders and discovery. As you travel into the heart of the Florida Everglades, watch in wonder as great blue herons, egrets, wood storks, and ibises take flight. This tour at Everglades Safari Park includes a 45-minute airboat ride, an alligator wildlife show, and time to explore a walking trail filled with crocodilian exhibits.

Each time slot can accommodate up to 50 people. The airboat boarding location is approximately one hour from the hotel. Wear walking shoes, sunscreen, hat, sunglasses, and insect repellent. Earplugs will be provided for the airboat ride. While the transportation to the safari park is wheelchair accessible, the airboat is not.

10:00 a.m.-Noon

2017-18 Board of Directors Informational Meeting

The 2017-18 board of directors will meet for an informational meeting. Visitors are welcome to observe.



REGISTRATION FEES

Business Delegate: The **\$450 registration fee** includes registration materials; breakfast on Thursday, Friday, and Saturday; lunch on Thursday and Friday; refreshment breaks; and specified events on Wednesday and Friday evenings. *Late registration:* After July 7, the delegate registration fee is \$500.

Guest (two options): The **\$325 registration fee** includes registration materials, choice of guest tour or keynote luncheon on Thursday, and specified events on Wednesday and Friday evenings. Friday's Recognition Luncheon may be added for \$75. The **\$425 registration fee** includes the above plus breakfast on Thursday, Friday, and Saturday. Event choices made in advance may not be changeable at the meeting. *Late registration:* After July 7, the guest registration fee is \$350 without breakfast, \$450 with breakfast.

Law Enforcement Program: Business delegates are eligible to attend this program as part of their paid registration. Individuals who wish to attend only this program may register for \$150. The registration fee includes Friday's forum, Saturday's workshop, Saturday's breakfast and lunch, registration materials, and refreshment breaks. Tickets to the Awards and Installation reception, gala, and dessert reception on Friday may be purchased for \$200. *Late registration:* After July 7, the law enforcement program registration fee is \$175.

ACCOMMODATIONS

Registration Deadline: July 7

The 2017 annual meeting will be held at the iconic Loews Miami Beach. NCEES has a block of rooms available at the Loews at a rate of \$199/night, single or double occupancy. The hotel also has a required daily resort fee, which has been discounted to \$13 per day for those who stay inside the NCEES room block. The resort fee includes upgraded Internet access in your guest room for up to four devices, fitness center access, unlimited local calls, and use of beach equipment such as kayaks, paddle boards, and up to four beach chairs.

NCEES will make reservations for individuals it funds to attend the meeting based on information provided during registration. All other annual meeting delegates should make travel arrangements and reserve accommodations as early as possible before the NCEES room block is exhausted. Any unused rooms in the block will be released shortly after July 7. After that date, rooms may be reserved based solely upon availability, and special meeting rates may not be available.

Delegates can arrange hotel accommodations by calling the Loews Reservations Center at 888-575-6397 or online at loewshotels.com/miami-beach/ncees-annual-meeting. When making reservations, identify yourself as an attendee of the NCEES annual meeting to receive the special group rate. NCEES encourages you to book your room within the room block so the Council can fulfill its room block obligations with the hotel.

Please cancel any unneeded reservations before July 7 so that other attendees can take advantage of the discounted room block rate. Rooms released after July 7 may not be made available to other attendees.

TRAVEL

Travel Inc., the official travel agency of NCEES, will assist you with making your air travel arrangements to Miami. Travel Inc. will help you select the most convenient travel arrangements at the best price. Those funded to attend the annual meeting by NCEES must make travel arrangements through Travel Inc.

Call Travel Inc. (8:00 a.m.–5:30 p.m. ET, Monday–Friday) at 888-642-6205, or email your request to ncees-request@travelinc.com. Identify yourself as an attendee of the 2017 NCEES annual meeting. If you are funded to attend the annual meeting by NCEES, please inform the travel agent when you call.

FUNDED DELEGATES

NCEES will fund the lodging and travel expenses and meeting registration fees for three delegates from each eligible member board to the 2017 NCEES annual meeting. NCEES will also fund the lodging and travel expenses and registration fees for member board members and administrators attending the meeting for the first time (must be within 24 months of his or her initial board appointment or hiring).

NCEES will be direct-billed for airfare and hotel room and tax charges for up to five nights. Member boards must notify NCEES of funded delegates' identity by May 26. Funded delegates must register for the meeting by July 7. They also must make their travel arrangements directly with Travel Inc. by July 7.

To receive the funding, member board delegates and first-time attendees must attend the business sessions on Thursday, August 24 and Friday, August 25. First-time attendees must also attend the First-Time Attendee Luncheon on Wednesday, August 23.

HOW TO REGISTER

Registration Deadline: July 7

Register online at ncees.org/annual_meeting.

If you need to register by mail or fax, please call NCEES at 800-250-3196 to request a registration form.

REFUND POLICY

NCEES annual meeting refund policy (new for 2017)

All registrations for NCEES annual meetings should be submitted with payment by the registration deadline. Only written refund requests as outlined below will be considered.

Written requests should be sent to meetings@ncees.org and must include

- ◆ Name of registrant for whom refund is requested
- ◆ Name of member board or other organization represented
- ◆ Name and address of party to whom the refund should be issued (if payment was originally made by check)

Complete requests for refund received at least 31 days prior to the meeting will be granted, less a \$35 administrative fee per registration.

Complete requests for refund received 15 to 30 days prior to the meeting will be granted, less a \$100 administrative fee per registration.

Refund requests received fewer than 15 days prior to the first day of the meeting will not be granted.

Note: Registration fees may be transferred to the credit of a substitute delegate upon request at no additional charge.

Refund exceptions for medical reason or family emergency

Delegate: A delegate who cancels attendance for a documented medical reason or family emergency will be granted a full refund.

Guest: NCEES is unable to refund any costs already incurred for a guest at the time of cancellation. Individual guest costs (i.e., guest tour, hotel meals, catering, or optional events) are incurred once a guarantee is submitted as required by each vendor. A refund will be granted, less any of these already incurred costs at the time of cancellation. No refund is typically possible within seven days of the event.

CLARB

Council of Landscape Architectural
Registration Boards

Quick Links

- [Schedule at a Glance](#)
- [Meeting Agenda](#)
- [Travel Information](#)
- [Annual Meeting Website](#)
- Annual Meeting App – Apple (coming in September)
- Annual Meeting App – Android (coming in September)
- Annual Meeting App – Web-Based (coming in September)

Important Dates

- **August 22:** Hotel reservation deadline
- **August 31:** Meeting registration deadline
- **September 13:** Arrivals and Welcome Reception
- **September 14:** Sessions begin
- **September 15:** Sessions continue, election items due by Noon MT
- **September 16:** Meeting concludes

Meeting Reminders

- All attendees must be registered by the Member Board Executive (MBE). MBEs should contact Missy Sutton at CLARB to register attendees.
- The meeting hotel is The Grove Hotel in Boise, Idaho.
- On Wednesday, September 13, visit the CLARB registration area from 1:00-6:00 p.m. MT to pick up your name tag, drink tickets, and welcome gift!
- The dress code is business casual for sessions and events including the President's Dinner.
- In keeping with CLARB's core value of stewardship, this meeting will be "paperless." We encourage you to download and use the meeting app, which will be available at least two weeks prior to the meeting. If you decide to print the meeting materials, please consider printing double-sided.
- Wireless internet access will be available at no charge in the meeting rooms, hotel common areas, and your guest room.
- Power charging centers will be available in the registration / hospitality area.
- Please recycle when possible. Recycle bins will be available in the registration / hospitality area.

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Registration Boards

Schedule at a Glance

MBE

MBM

ALL MEETING ATTENDEES

ALL MEETING ATTENDEES + REGISTERED GUESTS

	Wednesday, September 13	Thursday, September 14	Friday, September 15	Saturday, September 16
8:00 a.m.		Group Breakfast*	Group Breakfast*	Group Breakfast*
9:00 a.m.		Opening Remarks Legislative Update	Group Session – Friction Analysis, Part 1	General Business Session
10:00 a.m.				
11:00 a.m.		Examining the Health of the Profession	Group Session – Friction Analysis, Part 2	Evolving CLARB Governance
Noon		Working Lunch (meeting attendees only please)	Working Lunch (meeting attendees only please)	Working Lunch (meeting attendees only please)
1:00 p.m.	Registration Open*	MBE Session	Breakout Discussions	L.A.R.E. Update
2:00 p.m.		MBM Session		
3:00 p.m.				
4:00 p.m.		Optional Session: Model Board Assessment	Optional Session: CLARB Leadership Academy	
5:00 p.m.				
6:00 p.m.	"What to Expect"* Welcome Reception*		President's Dinner* <i>(dress code is business casual)</i>	
7:00 p.m.				
8:00 p.m.				

CLARB

Council of Landscape Architectural
Registration Boards

Meeting Agenda (all times listed are MT)

Wednesday, September 13

*Registered guests are welcome to attend.

1:00 p.m. – 6:00 p.m.

Registration*

6:00 p.m. – 6:30 p.m.

OPTIONAL SESSION - “Welcome to Your First CLARB Annual Meeting!”*

If you’re attending the meeting for the first time or you’d like a refresher on what to expect, this interactive session is for you! Learn more about the topics we are covering and why and how to get the most out of the meeting. Plus, meet fellow first-time attendees and learn how to use the meeting app like a pro. Adult beverages will be served.

6:30 p.m. – 8:00 p.m.

Welcome Reception*

Join us as we officially kick off the Annual Meeting with a fun, relaxed and interactive opportunity to network with peers, review CLARB accomplishments from 2017, and gear up for three days of thinking differently about licensure and regulation. President Chris Hoffman and the Idaho Board will welcome everyone to Boise while we enjoy great conversations and delectable heavy hors d'oeuvres. Don’t forget your drink tickets!

Thursday, September 14

*Registered guests are welcome to attend.

8:00 a.m. – 5:00 p.m.

Hospitality Area Open*

8:00 a.m. – 9:00 a.m.

Group Breakfast*

9:00 a.m. – 9:15 a.m.

Opening Remarks

Learn about the power of being a disruptor as we embark on our three-day journey to “*thinking differently*” about how we protect the public through the regulation of the practice of landscape architecture.

9:15 a.m. – 10:30 a.m.

Legislative Update

Legislative activity hit at an all-time high this past year. CLARB CEO Joel Albizo and ASLA Government Affairs Director Elizabeth Hebron will provide a recap of what happened and what we learned, plus explore what boards can do better to prepare for and respond to threats.

10:30 a.m. – 10:45 a.m.

Break

10:45 a.m. – 12:00 p.m.

Examining the Health of the Profession

Leaders from the various landscape architecture-related organizations – CLARB, ASLA, CELA, LAF and LAAB – will share how they are working together to track and monitor licensee growth and diversity as the primary indicators of the profession’s health. Panelists will also review important trends and what they might mean to each of our organizations and profession’s future.

CLARB is Council of Landscape Architectural Registration Boards

ASLA is American Society of Landscape Architects

CELA is Council of Educators in Landscape Architecture

LAF is Landscape Architecture Foundation

LAAB is Landscape Architectural Accreditation Board

12:00 p.m. – 1:30 p.m.

Working Lunch (meeting attendees only please)

NEW! Enjoy a delicious lunch while networking with your peers from across North America and discussing a variety of regulatory topics that you have identified as important, timely, and relevant.

1:30 p.m. – 3:30 p.m.

Member Board Executive (MBE) Session:

Best Practices in Responding to Legislative Inquiries

When you receive an inquiry from a legislator, it’s not time to panic – it’s time to shine the spotlight on how your board is protecting the public’s health, safety, and well-being. During this session, you’ll brainstorm with your peers about how best to respond, given the current environment, to the most common questions legislators pose.

1:30 p.m. – 3:30 p.m.

Member Board Members (MBM) Session:

Board Delegation of Authority

The licensure process can be significantly streamlined when boards delegate authority to staff for certain reviews and approvals. Bonus: the applicant experience can be enhanced due to shortened approval times, and the board has more time to focus on strategic and policy-related matters, which is important given the antiregulatory climate. During this session, you’ll discuss with your peers the advantages of granting staff more authority and what guidelines are needed to ensure the integrity of the process.

3:30 p.m. – 3:45 p.m.

Break

3:45 p.m. – 5:00 p.m.

OPTIONAL SESSION - Model Board Assessment

The Model Board pilot program, completed in 2016, established best practices for boards (including operational efficiencies) to support strategy development and demonstrate leadership in regulation. Where does your board fall on the “Model Board” spectrum, and how can you use this

information to empower your board given the current regulatory environment? Gather your board members and staff who are with you at this meeting to conduct a real-time board assessment, see how your board compares to others, and begin to think about steps your board can take to achieve its “Model Board” status.

Friday, September 15

*Registered guests are welcome to attend.

8:00 a.m. – 4:15 p.m.

Hospitality Area Open*

8:00 a.m. – 9:00 a.m.

Group Breakfast*

9:00 a.m. – 10:15 a.m.

Group Session – Friction Analysis, Part 1

“Thinking differently” requires us to do more than think differently about how we respond to political attacks on regulation. If we only focused on that, we would simply be navigating around the tip of the iceberg, because below the waterline are massive structural hazards to those who lack an awareness of the accelerating pace of change and their potential impacts on professions, regulation, and boards.

The CLARB Board of Directors, exercising its duty of foresight, has committed to a yearlong strategic initiative to identify and assess the points of friction in the licensure process.

During the first part of this friction analysis discussion, we’ll navigate the licensure journey by exploring the steps in the process, identifying where friction exists, and assessing what is essential to public protection and what can be eliminated. The goal is an essentially “frictionless” process, not only to ensure the future of regulation but also because it’s the right thing to do.

10:15 a.m. – 10:30 a.m.

Break

10:30 a.m. – 12:00 p.m.

Group Session – Friction Analysis, Part 2

In this fun and interactive session, teams will compete to rethink regulation “Shark Tank” style. A panel of your regulatory peers will present a case study, then competing teams will design proposals of their own for disrupting the existing regulatory framework by creating a more streamlined and frictionless process. All teams will return to the stage to present their proposals to a panel of judges and the audience.

12:00 p.m. – 1:30 p.m.

Working Lunch (meeting attendees only please)

NEW! Enjoy a delicious lunch while networking with your peers from across North America and discussing a variety of regulatory topics that you have identified as important, timely, and relevant.

1:30 p.m. – 2:15 p.m.
2:30 p.m. – 3:15 p.m.
3:30 p.m. – 4:15 p.m.

Breakout Discussions

Given the current and anticipated future regulatory environment, there are some key areas boards need to address so that regulation thrives. Put on your thinking caps during each of these 45-minute sessions to learn more about:

- **Creative Ways to Educate Legislators**

Work with your peers to develop 5-to-10 creative and easy-to-implement ideas for how your board can educate legislators about the benefits of regulation including how it protects the public’s health, safety, and well-being.

- **Effective Board/Chapter Relations**

Having good relations with the ASLA chapter in your jurisdiction can prove beneficial when challenges arise, because the chapter is often the entity that is empowered to actively defend regulation. Within your group, you’ll identify 3-to-5 actionable ideas to implement when you get home with regards to developing and maintaining a relationship with your jurisdiction’s chapter.

- **Anti-trust and How to Avoid It**

The cornerstone of the North Carolina dental case was anti-trust (restraint of trade) and the takeaway for boards is: you must ensure your actions don’t create anti-trust. Learn more about what constitutes anti-trust and how your board can avoid doing so.

6:00 p.m. – 9:00 p.m.

President’s Dinner*

Regulation isn’t the only thing we’re thinking about differently! For the President’s Dinner, we’re getting out of the hotel and shutting down a street in downtown Boise so you can experience some of the best things our host city offers! Boise is chock full of restaurants, art galleries, great views, and more, and you’ll be able to meander, sip, eat, and enjoy at your convenience. Dinner and drinks will be included as part of this special event.

Saturday, September 16

*Registered guests are welcome to attend.

8:00 a.m. – 4:15 p.m.

Hospitality Area Open*

8:00 a.m. – 9:00 a.m.

Group Breakfast*

9:00 a.m. – 10:15 a.m.

General Business Session

Hear the results of the CLARB elections and vote on the resolution to adopt the revised Model Law and Model Regulations.

10:15 a.m. – 10:30 a.m.

Break

10:30 a.m. – 12:00 p.m.

Evolving CLARB Governance

The Governance Enhancement work group, appointed by the Board of Directors, has developed a set of draft recommendations to evolve CLARB’s governance structure to better equip the organization to find and

retain the right leadership talent to guide the organization through a period of accelerating change that will likely not resemble the past or present. You'll have an opportunity to hear the draft recommendations and provide input into the design of the future of CLARB governance

12:00 p.m. – 1:30 p.m.

Working Lunch (meeting attendees only please)

NEW! Enjoy a delicious lunch while networking with your peers from across North America and discussing a variety of regulatory topics that you have identified as important, timely, and relevant

1:30 p.m. – 3:00 p.m.

L.A.R.E. Update

Get the latest news and information about the exam, how it's performing since the roll-out of the updated blueprint following the 2016 Task Analysis, and get your questions answered in this informative session with CLARB Psychometrician Adrienne Cadle.

3:00 p.m. – 3:15 p.m.

Break / Meeting Adjourns

3:15 p.m. – 4:15 p.m.

OPTIONAL SESSION - CLARB Leadership Academy

Wanted: individuals interested in learning what CLARB leadership does and what's expected of leadership; what competencies the organization will be looking for in the future, and what volunteers gain by having leadership experience. If you've ever thought about becoming a CLARB leader, this session is for you!

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* All times listed are MT.

Arrivals/Departures

Please plan to arrive on Wednesday, September 13 in time to attend the Welcome Reception at 6:30 p.m. (There is an optional session at 6:00 p.m. if you would like to attend that as well.) The meeting will conclude on Saturday, September 16 at 3:00 p.m., but there is an optional session that ends at 4:15 p.m. Please plan your departure accordingly.

Meeting Expenses

	Fee	Information	Deadline
Registration Member Board Executives (MBEs) must register all attendees. MBEs, please contact Missy Sutton via email or call 703-949-9466.	<u>\$950</u> One Board Executive <u>or</u> one Board Member (RECOMMENDED) <u>\$1,425</u> One Board Executive <u>and</u> one Board Member (includes a 50% discount on one registration)	Registration fees have not increased since 2014! To help your Board get the most benefit from attending the meeting, we are once again offering a 50% discount (\$475) on one registration if a Board Executive <u>and</u> Board Member from your jurisdiction attend together. (One discount per jurisdiction.) The registration fee includes meeting registration, three breakfasts, three lunches, the Welcome Reception and President's Dinner, and all sessions.	The registration deadline is Thursday, August 31.
Hotel: The Grove 245 S. Capitol Blvd., Boise, ID 888-961-5000 Learn more about this hotel.	\$144/night + 13% tax	Using Participation Credits to cover hotel expenses? Please contact Missy Sutton for assistance. Not using Participation Credits to cover hotel expenses? Use this link to make your hotel reservation. If there is availability, you may reserve a room at this hotel at the CLARB room rate for up to three days before and three days after the meeting. Please note: additional nights are not covered by Participation Credits/your Board and are your responsibility upon checkout.	The hotel reservation deadline is Tuesday, August 22. The cancellation deadline is 48 hours prior to scheduled check-in. Need to cancel? Contact Missy Sutton if you used Participation Credits. Otherwise, please contact the hotel.

<p>Flights and Baggage</p> <p>The Boise Airport (BOI) is the airport of choice and is located just a few miles from the hotel.</p>	<p>Varies</p>	<p>Using Participation Credits to cover airfare expenses? Contact Missy Sutton for assistance.</p> <p>Not using Participation Credits to cover airfare expenses? You may book your flights at any time on your own.</p>	<p>According to travel industry experts, the best time to book flights is on Tuesday afternoons after 3:00 p.m. ET. and at least 30 days prior to departure.</p>
<p>Ground Transportation</p>	<p>Varies</p>	<p>The hotel has a free shuttle that departs the airport and hotel every 30 minutes (it departs the hotel on the 15s and 45s and the airport on the 00s and 30s) starting at 4:15 a.m. through the time the last plane arrives at the airport each evening.</p> <p>You'll find the hotel shuttle at the airport on the "Ground Transportation" level. If you wish to confirm the shuttle schedule when you arrive, please call the hotel at 888-961-5000.</p>	
<p>Miscellaneous</p>	<p>Varies</p>	<p>This would cover meals outside of the meeting or other expenses incurred getting to/from the meeting.</p>	



**Making Hotel Reservations for the
2017 CLARB Annual Meeting
September 14-16 at The Grove Hotel in Boise, Idaho**

Notes:

- The deadline to make a reservation is Tuesday, August 22.
- Cancellation policy: cancellation must be made 48 hours prior to scheduled check-in or a one-night stay will be charged to the card on file. For more information, visit the hotel's website.
- If there is availability, you may reserve a room at this hotel at the CLARB room rate for up to three days before and three days after the meeting. Please note: additional nights are not covered by your Board and are your responsibility upon checkout.
- Questions about making or modifying a reservation? Please contact the hotel at 888-961-5000.

Follow these steps to make a hotel reservation and get the CLARB room rate.

1) [Go to the reservation page.](#)

2) Disregard the "check-in" and "check-out" dates that you see listed. Instead, click "Confirm Reservation" to get started. **Do NOT click the X in the upper right corner of the page.**

3) Select your arrival date.

4) Select your departure date.

5) Click "Confirm Dates of Stay."

6) Click "book" to select the type of room you'd like.

7) Enter guest name, contact information, and credit card information.

8) Click "Confirm Reservation."

Board To Do List from April 24-25, 2017 meeting

KEY: ✓ = complete *IP* = In Progress *NS* = Not Started *RA* = Reassigned

<i>Status</i>	<i>Action Item</i>
	Brian will share OSBEELS flier on ortho-imagery with the Board.
✓	Alysia will provide Johnston and Maynard with a copy of the material regarding software engineering that was included in the February 2017 Board Packet.
	Elizabeth & Colin will provide a proposed definition for Board review at the August meeting.
✓	Brian requested a clean copy of regulation update from Jun Maiquis.
<i>RA</i>	Sarena will compile information on application review/ approval process.
<i>IP</i>	Alysia/Sara will check with Janey re: billing of investigators time and any impacts or changes due to HB 90.
	Brian will follow up with Joyce in Colorado regarding the use of the EBAS Ethics test for disciplinary actions.
	Brian will contact CA and CO regarding ██████████ application.
<i>IP</i>	Alysia check w/ Sara about making Board Packets available to the public prior to meetings.
<i>IP</i>	Vern requested that Alysia update the roster to include disciplines of all board members.
<i>IP</i>	Alysia will find out what passed for Fee Schedule.
<i>IP</i>	Alysia/ Sarena will add the Land Surveyor flow chart and orthographic 1-page document to the guidance manual. Luanne is working on updates.
✓	Alysia will include line item in budget for printing of Guidance Manual.
✓	Alysia will ask the Boards & Commissions Office if they have a list of interested persons and/or list of current applicants and will put out a notice on the list serv. Forward/ Bcc: Board so they can distribute list serv notice as well.
<i>RA</i>	Sarena will research minutes to determine why land surveyors are not required to complete the JQ.

Board To Do List from April 24-25, 2017 meeting cont.

<i>IP</i>	Alysia/ Sarena – provide a version of the application forms for the Board to “test”/ vet with junior staff.
<i>New</i>	Elizabeth and Colin will do some research regarding packaged equipment and stamping and provide information for guidance manual.
<i>New</i>	Colin, Jeff and Catherine will review 36.110.B. and propose updates at August meeting.