

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

MISSION STATEMENT

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

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



Alaska Division of Corporations, Business and Professional Licensing

Virtual Meeting Code of Conduct

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

Expected Behavior

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

Unacceptable Behavior

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

Reporting Unacceptable Behavior

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

Consequences

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

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

1. During the meeting:

- A. Immediately after call to order and roll call – staff should address the audience, through the chair,

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



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

TENTATIVE AGENDA

FEBRUARY 8, 2023 (DAY 1)

Zoom link:

<https://us02web.zoom.us/j/83281089235?pwd=R0tvaVJNYUFRb2pRMk5oMUZjazZyUT09>

Teleconference: 253-215-8782

Meeting ID: 832 8108 9235

Password: 374174

Meeting Details

Meeting Start Time: 9:00 a.m.

Meeting Start Date: 2/8/2023

Meeting End Time: 5:00 p.m.

Meeting End Date: 2/9/2023

Meeting Location: Teleconference

Agenda

1. 9:00 am - Call to Order/Roll Call
2. 9:02 am - Mission Statement
3. 9:03 am - Virtual Meeting Code of Conduct
4. 9:05 am - Review/Amend/Approve Agenda
5. 9:10 am - Review/Approve Minutes
 - A. November 9-10th, 2022, Board Meeting
6. 9:20 am - 2022 Strategic Plan
 - A. Overview of November 2022 meeting action items
7. 9:25 am - Ethics Reporting
8. 9:30 am - Investigative Report – *Patrick Kase*

Board Members:

Catherine Fritz
Architect (Chair)

Jeffrey Garness
*Civil/Environmental
Engineer (Vice Chair)*

Edward Leonetti
*Landscape Architect
(Secretary)*

Robert (Bob) Bell
Land Surveyor

Brent Cole
Public Member

Elizabeth Johnston
Electrical/Mechanical

Loren Leman
Civil Engineer

Jake Maxwell
Land Surveyor

Randall Rozier
Architect

Sterling Strait
*Civil/Structural
Engineer*

Fred Wallis
Mining Engineer

Board Staff:

Sara Neal
*Executive
Administrator*

Vacant
Licensing Examiner

Upcoming Meetings:

May 10-11th, 2023
August 23-24, 2023

9. 10:00 am - Old Business (Per Action Item List)
 - A. Create new policy for 36.010 j staff approval – Fritz / Neal
 - B. Digital signatures review / update – Johnston
 - C. CE Audit Update - Neal
 - D. ID Working Group – Fritz
 - E. Online application process for Temporary Military Registration – Neal
 - F. Change Board Policies and Historical Information to include the Architectural Engineering Degree as an equivalent degree to civil – Neal
 - G. Review AELS Regulations to remove any barriers to licensure due to foreign transcripts – Fritz / Rozier
 - H. FAQs for the regulation projects approved in 11/2022 meeting - Neal
 - I. Review Test, Inc. proposal for AKLS to be offered twice a year – Bell / Maxwell / Neal
 - J. UAA – call to discuss CE classes offered and clarify requirements for CE credits – Fritz
 - K. APDC – February 14-16th, 2023 - Johnston
10. 10:45 am – Break
11. 11:00 am – New Business
 - A. AKLS Exams
 - i. Exam dates - April and October
 - ii. Discuss details – proctoring and possibly extending test to 2.5 or 3 hours
 - B. ADEC regulatory verbiage – Discuss possible Ad Hoc Committee to collaborate with ADEC – Garness / Fritz
 - C. Update to Board Policies and Historical Information - Fritz
12. 11:30 am – Public Comment
13. 12:00 pm – Lunch
14. 1:00 pm – Agenda Item 11 – New Business cont.
 - D. Board officer nominations / elections
 - E. 2023 Annual Report

15. 1:30 pm - Regulation Projects – board member brief the board with new info – up to 10 minute summary per item
 - A. 12 AAC 36.105(h), (i) – SE by Comity – Strait
 - B. Regulation project to revise term “Responsible Charge” in regulation – Legislative Liaison Committee – Garness / Leman
 - C. CE regulation changes – Continuing Education Committee
 - D. Regulation Changes from Nov 2022 Meeting – Motion for public notice
 - E. 12 AAC 36.068 – LA by Exam - Leonetti
 - F. 12 AAC 36.040 – Simplified application for examination – Johnston / Rozier / Leonetti
 - G. Regulation project for Architectural Engineering – Johnston, Legislative Liaison Committee
16. 2:30 pm - Break
17. 2:45 pm – Licensing Examiner’s Report
18. 2:50 pm – Application Review Questions
 - A. Andrew Fortt
19. 3:30 pm - Correspondence
 - A. Incoming
 - i. Sonja Peshkoff
 - B. Outgoing
 - i. Thank-you note to UAA for use of room for Nov 2022 board meeting
 - ii. Listserv email – NCEES asking MEs to participate in survey
20. 3:50 pm - Outreach Reports
 - A. November 2022 Board update for AIA - Fritz
 - B. AELS – November 2022 Outreach Event – Maxwell
 - C. Request Senator Bjorkman/Senate Labor & Commerce Committee sponsor AELS statute changes – Leman
 - D. International Code Council – Johnston

- 21. 4:10 pm - National Organizations: Issues and Announcements
 - A. CLARB
 - B. NCARB
 - C. NCEES
- 22. 4:30 pm - Recess for day

FEBRUARY 9, 2023 (DAY 2)

Zoom link:

<https://us02web.zoom.us/j/89541168102?pwd=MW14TElBaDZoVDRINUIBTjE5MlJtZz09>

Teleconference: 253-215-8782

Meeting ID: 895 4116 8102 **Password:** 695584

- 23. 9:00 am - Reconvene
- 24. 9:05 am - Division Update – *representative from Division will join*
 - A. 1st Quarter Update
 - B. Open Meetings Act – Sara Chambers
- 25. 9:45 am – Executive Session
- 26. 10:30 am – Break
- 27. 10:45 am – Committee Updates
 - A. Guidance Manual - Rozier
 - i. Records drawing paragraph
 - ii. Guidance for Construction Drawings
 - B. Investigative Advisory Committee – Leonetti
 - i. Discipline Matrix – Johnston
 - ii. Certificate of Authorizations lapsed licenses
 - iii. Redacted investigative cases
- 28. 11:30 am - Public Comment
- 29. 12:00 pm - Lunch
- 30. 1:00 pm - Committee Updates (continued)
 - C. Continuing Education - Johnston
 - i. Cold Regions Design – Triannual review
 - D. Outreach Committee – Maxwell
 - i. Newsletter – Review

- ii. National Engineers' week - Feb. 19-25, 2023– outreach for proposed statute project; other ideas
 - iii. Align Outreach Plan with board meeting schedule
 - iv. Offering an on demand Cold Regions Design course
- E. Legislative Liaison Committee - Leman
 - i. Statute project status
 - ii. May be possible for Leman to come to Juneau to talk with legislators
- 30. 3:45pm – Committee Assignments
- 31. 4:00 pm - Read Applications into Record
- 32. 4:10 pm - Review of Action Items
- 33. 4:20 pm - Upcoming Meeting Dates
 - A. Fire Marshal Forum – February 15-17th – Anchorage, AK
 - B. NCARB Regional Summit – March 3-4th – Honolulu, HI
 - C. NCARB Exam Committee – March 24-25th – San Diego, CA
 - D. NCEES Western Zone – April 27-29th – Houston, TX
 - E. AELS May Board Meeting – May 10-11th – Fairbanks, AK – need to change to Anchorage, AK
 - F. NCARB Annual Business Meeting – June 15-17th – Tampa, FL
 - G. NCEES Annual Business Meeting – August 15-18th – Boston, MA - need to name funded delegates
 - H. AELS August Board Meeting – August 23-24th – Location TBD
 - I. CLARB Annual Business Meeting – September 2023
- 33. 4:25 pm - Board Member Comments
- 34. 4:30 pm - Adjourn

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING

BOARD OF REGISTRATION FOR ARCHITECT, ENGINEERS AND LAND SURVEYORS

CONDENSED MINUTES OF THE MEETING HELD **NOVEMBER 9-10TH, 2022**

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

Date:	November 9-10 th , 2022
Time:	9am – 4:30pm
Location:	UAA, EIB Rm 413 - 2900 Spirit Drive, Anchorage
Attending:	In person: Bob Bell, Catherine Fritz, Jeffrey Garness, Elizabeth Johnston, Loren Leman, Jake Maxwell, Sara Neal, Sterling Strait, Edward Leonetti (Day 2-Nov 10) Remote: Brent Cole, Randall Rozier, Edward Leonetti (Day 1 – Nov 9)
Absent:	Fred Wallis
Division Staff:	In person: Sara Neal / Remote: Heather Noe, Sara Chambers, Marilyn Zimmerman, Allison Osborne, Erika Prieksat, Patrick Kase
Public:	In person: Michael Schoder / Remote: Barbara Cash, Roy Wayne, Lauren Earley, Matt Barusch, Larry Cash, Marci Merola, Charles Bettisworth, Dana Nunn, David Parish, Mary Knopf, Chris Miller, Rory Bryant, Katherine McCrea, Claire Roundtree, Jack Warner

1. Call to Order - 9:04am/ Roll Call: Catherine Fritz, Bob Bell, Jeff Garness, Elizabeth Johnston, Loren Leman, Ed Leonetti, Jake Maxwell, Randall Rozier, Sterling Strait, Brent Cole joined at 9:43am	
2. Mission Statement – 9:05am	
3. Virtual Meeting Code of Conduct – 9:06am	
4. Review / Amend / Approve Agenda – 9:07am	
Motion:	On a Motion duly made by Elizabeth Johnston to approve the agenda as amended by adding agenda items 8C, 11 D and E, and 19C., seconded by Jeff Garness and approved unanimously, it was: <i>RESOLVED to approve the amended agenda</i>
5. Review / Approve Minutes – 9:10am	
Brief Discussion:	Leman suggested to add the actual roll call and adjournment times to the minutes as well as changing 12pm to noon to avoid any confusion
A. August 16-17 th , 2022 meeting minutes	
Motion:	On a Motion duly made by Bob Bell, seconded by Loren Leman and approved unanimously, it was: <i>RESOLVED to approve the August 16-17th, 2022, meeting minutes</i>
B. October 5 th , 2022 meeting minutes	
Motion:	On a Motion duly made by Bob Bell, seconded by Sterling Strait and approved unanimously, it was: <i>RESOLVED to approve the October 5, 2022, meeting minutes</i>
6. 2022 Strategic Plan – 9:20am	
Brief Discussion:	It was decided to prioritize the open action items at the end of this meeting

7. Ethics Reporting – 9:25am		
Brief Discussion:	Johnston, Maxwell, and Fritz attended the NCEES annual business meeting where Johnston was elected chair for the Exam Policies and Procedures Committee. Garness has spoken to other engineers regarding ADEC's 18 AAC 72 regulation change and Fritz gave an update at the AIA state conference about the Interior Designers, both board members clarified that they were not speaking on behalf of the board.	
8. Investigative Report - Patrick Kase – 9:30am		
Brief Discussion:	Kase presented the Investigative Report for the dates 8/16-10/26/2022. Board members asked if Kase could look into a transcription service for phone conversations that are included for cases they are required to review	
A. Meeting with Investigative Advisory Committee	During the meeting, Kase indicated that he is reviewing closed cases that did not result in a license action to decide what information can be shared with the board for learning and outreach purposes. Kase sent the last Disciplinary Matrix from 2009 to Johnston to use to create a new one for the board to use for disciplinary actions. Neal will reach out to other boards through the national organizations' forums to get examples of what other jurisdictions use for disciplinary matrices	
B. Possibility of getting redacted investigative cases	Kase indicated during the Investigative Advisory Committee meeting that it is a possibility, but it will take time to go through both electronic cases and the old cases on paper and decide which information needs to be redacted.	
C. Lapsed Certificate of Authorizations	Neal asked for the board's guidance in how to handle firms who let their Certificate of Authorization lapse, but their person in responsible charge has renewed their personal professional license. It implies that the firm is practicing without a license. Johnston pointed out that in other jurisdictions this results in a license action.	
Action Items: Investigative Liaison Committee	Review current policies and regulations regarding late renewals and discuss possible action to take for late renewals for COAs and Individuals	
9. Old Business (per action item list) – 10:00am		
A. Update ABET equivalency chart in board policies RE: Architectural Engineering - Strait	Strait recommends making an ABET Architectural Engineering degree an equivalent degree to an ABET Civil degree in the board policies as long as it has at least 18 credits in 300 and 400 level classes that are focused on civil engineering.	
Motion:	On a Motion duly made by Sterling Strait to update the Board Policies and Historical Information C (1)(a)(1) table to include an ABET B.S. Architectural Engineering degree as equivalent to an ABET B.S. Civil Engineering degree and to update the head note to include that 18 credit hours have to be in 300 level or greater coursework., seconded by Elizabeth Johnston and approved via roll call vote, it was: <i>RESOLVED to update C(1)(a)(1) in the Board Policies and Historical Information</i>	
Recorded Votes:	<i>Bell – Y</i>	<i>Cole – Absent for vote</i>
<i>Fritz-Y</i>	<i>Garness-Y</i>	<i>Johnston-Y</i>
<i>Leman-Y</i>	<i>Leonetti-Y</i>	<i>Maxwell-Y</i>
<i>Rozier-N</i>	<i>Strait-Y</i>	
Action Items: Sara Neal	Update Table C 1 a 1 in Board Policies and Historical information	

B. Method for bill sponsor - Neal	Neal talked the board through the steps required to find a legislative sponsor for the proposed statute changes. Leman shared the following three options for finding a sponsor: 1) Governor sponsored (deadline was 5/30/2022); 2) Legislator sponsor or 3) Legislative Committee Sponsor.
C. Create new policy for 36.010(j) - Staff approval - Fritz / Neal	Fritz and Neal are still working on this and will have it done by the February 2023 board meeting.
Action Items: Catherine Fritz, Sara Neal	New Policy for 36.010(j).
D. Digital signatures review - Johnston	Johnston has been receiving feedback and will write up an FAQ for this topic as well as provide instructions. The main concern surrounds 12 AAC 36.185 "(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" and whether it applies to plans sent to clients as opposed to just the archived copies. Rozier offered to help Johnston with this project.
Action Items: Elizabeth Johnston, Randall Rozier	Digital Signatures FAQ and How-To - possible regulation project 12AAC 36.185 (7)(f)
E. CE Audit Update	Neal updated the board on the status of the CE audit. Neal also asked for guidance from board on a registrant who is trying to renew his lapsed license (12/31/2019) who had been selected for the audit in 2019. If required to comply with that audit, the four year file retention requirement would be nearing an end. The board decided to have him submit the previous 2 years upon renewing for review.
F. ID Working Group - Fritz i. ASID Report ii. AIA Report	Fritz referred the board to the two memos submitted on the ID Working Group. The ID's would like to have a bill drafted to be introduced in the spring of 2023. The architects would like to collaborate in the writing of the bill. The next group meeting will be spent working on the definitions of practice.
10. Break – 10:30am	
11. New Business – 10:45am	
A. AS 08.01.64 - Military education for temporary licensure - Neal	Neal informed the board of statute 08.01.064, which follows the temporary military and military spouse statute 08.01.063, that states the board must accept equivalent military education, certification and training when applying under 08.01.063
B. AKLS Exam - Increasing frequency - Neal / Jack Warner w/Test, Inc.	Jack Warner was unable to call in and this item was rescheduled for Nov. 10 th .
C. 12AAC 36.040 - Simplified Application for Reexamination - Regulation Project - Johnston	The current regulation includes the requirements for registering for the PE and the PS when they were pen and paper exams and offered only in April and October of each year. Johnston proposed to start a regulation project to update the language to reflect the year-round CBTs for most of the PEs and the PS. It was also suggested to possibly allow for PE and PS applicants to go straight to NCEES to sit for their respective exams right out of college. Johnston also proposes to allow for applicants to not have to come back to the board to get permission to retake an exam.

Motion:	<p>On a Motion duly made by Elizabeth Johnston to start a regulation project to modify 12 AAC 36.040 to reflect the NCEES testing scheduling practices., seconded by Jake Maxwell and approved unanimously, it was:</p> <p><i>RESOLVED to start a regulation project to modify 12 AAC 36.040 RESOLVED to update C(1)(a)(1) in the Board Policies and Historical Information</i></p>	
Action Items: Elizabeth Johnston, Ed Leonetti, Randall	Regulation project to modify 12AAC36.040 to reflect the NCEES testing scheduling practices	
D. 2019 Regulation Project - regulations Dept. of Law withdrew from project	<p>After the Department of Law (DOL) reviewed the November 2019 regulation project, they flagged the regulations listed below as ones that needed the board to review the wording for clarity. The project as a whole is assigned a number by the DOL. The regulations that have been flagged can stay under the same project number, be revised by the board, go back out for public notice and go back to the DOL to move through the process. If done this way, nothing else can join the revised flagged regulations. However, if pulled from the project, the flagged regulations can be revised, added to other upcoming regulation changes, public noticed, and then move through the DOL process under a different project number.</p>	
i. 12 AAC 36.067 - Date of Experience	DOL's opinion is that this regulation needs to be clearer so that it is able to be understood by anyone who reads the regulation	
Motion:	<p>On a Motion duly made Elizabeth Johnston to start a regulation project on 12AAC 36.067 Date of Experience to comply with the Department of Law's request to make the language more understandable., seconded by Sterling Strait and approved via roll call vote, it was:</p> <p><i>RESOLVED to start regulation project to change 12 AAC 36.067</i></p>	
Recorded Votes:	<i>Bell – N</i>	<i>Cole – Absent for vote</i>
<i>Fritz-Y</i>	<i>Garness-Y</i>	<i>Johnston-Y</i>
<i>Leman-Y</i>	<i>Leonetti-Y</i>	<i>Maxwell-Y</i>
<i>Rozier-Y</i>	<i>Strait-Y</i>	
Motion:	<p>On a Motion duly made by Loren Leman, to remove 12 AAC 36.067 and replace it to read, "An engineer examination applicant who meets the requirements of 12 AAC 36.063 (c)(1) or a land surveyor examination applicant who meets the requirements of 12AAC 36.065 (b) may project up to three months of experience as defined in 12 AAC 36.990 (18) and (22) from the time of application to the date of the examination" seconded by Bob Bell and approved roll call vote it was:</p> <p><i>RESOLVED to repeal 12 AAC 36.067 and replace it as proposed</i></p>	
Recorded Votes:	<i>Bell – N</i>	<i>Cole – Y</i>
<i>Fritz-Y</i>	<i>Garness-Y</i>	<i>Johnston-N</i>
<i>Leman-Y</i>	<i>Leonetti-Y</i>	<i>Maxwell-Y</i>
<i>Rozier-Y</i>	<i>Strait-Y</i>	

ii. 12 AAC 36.068(b) - Landscape Architect by Exam	The regulation for experience does not make sense. If 24 months of responsible charge experience is required then how can 24 months of the experience be subprofessional or professional? Leonetti said this will change when CLARB's uniform standards are implemented into this regulation.	
iii. 12 AAC 36.069(b) - Standards for Registration as a Landscape Architect	The definition of public welfare needs to be more objective. DOL made the suggestion to use CLARB's definition. Leonetti will address this when the regulation changes are proposed that will incorporate CLARB's uniform standard.	
iv. 12 AAC 36.990(47) - Mentoring Program	The definition states "develop responsible charge." Responsible charge cannot be developed. The suggestion is to add the word experience so it reads "develop responsible charge experience."	
Motion:	On a Motion duly made Elizabeth Johnston to start a regulation project to change 12AAC 36.990 (47) in response made to comments by the Department of Law, seconded by Sterling Strait and approved unanimously via roll call vote, it was: <i>RESOLVED to start a regulations project to add 12 AAC 36.990 (47)</i>	
Recorded Votes:	<i>Bell – Y</i>	<i>Cole – Y</i>
<i>Fritz-Y</i>	<i>Garness-Y</i>	<i>Johnston-Y</i>
<i>Leman-Y</i>	<i>Leonetti-Absent for vote</i>	<i>Maxwell-Y</i>
<i>Rozier-Y</i>	<i>Strait-Y</i>	
Motion:	On a Motion duly made Elizabeth Johnston to approve the regulation change to add 12AAC 36.990 (47) to read (47) "mentoring program" in which a corresponding licensee reviews a mentee's work on a regular basis to ensure that the work meets the standard of care of that discipline and confirms that the mentee is developing experience and responsible charge experience", seconded by Sterling Strait and approved unanimously via roll call vote, it was: <i>RESOLVED to add 12 AAC 36.990 (47)</i>	
Recorded Votes:	<i>Bell – Y</i>	<i>Cole – Y</i>
<i>Fritz-Y</i>	<i>Garness-Y</i>	<i>Johnston-Y</i>
<i>Leman-Y</i>	<i>Leonetti-Absent for vote</i>	<i>Maxwell-Y</i>
<i>Rozier-Y</i>	<i>Strait-Y</i>	
12. Public Comment – 11:30am		
Brief Discussion	Michael Schoder attended the meeting in person to share his concerns about the waning numbers of professionally registered land surveyors and offered the following solutions: outreach to high school students, get involved with surveying societies, and mentoring. Chris Miller joined via phone and suggested the term "responsible charge experience" when used in conjunction with exam applicants.	
13. Lunch - Noon		
11. New Business (Continued)		

E. Foreign Credentials	Neal shared a few examples of foreign applicants having difficulty complying with AELS's regulations due to having foreign transcripts. Fritz asked if an ad hoc committee could work on the regulation issues that seem to be causing a barrier to licensure. Rozier will work with Fritz on this issue.	
Action Items: Catherine Fritz, Randall Rozier	Review AELS regulations to remove any unnecessary barrier to licensure for applicants with foreign transcripts	
14. Regulation Projects – 1:00pm		
A. 12 AAC 36.068 - Landscape Architect by Exam - Leonetti	Leonetti and Neal met with CLARB and ASLA regarding the uniform standards. Venable, CLARB's legal consultant, reviewed AELS's regulation and made suggestions as to how to incorporate the uniform standards. ASLA was generally in support of the changes; however they are wondering if three years instead of two years of experience would be better.	
B. 12 AAC 36.105(h) and (i) - Structural Engineer by Comity - Strait	Strait wanted to confirm with the board that he is not just changing 12AAC36.105 and instead is changing SE regulations in a few different areas of the regulations. The minutes from the August meeting confirmed that it is a regulation project to cover the topic of structural engineering. He is proposing to pull the SEs out of 12 AAC 36.105 and 36.063 and make it its own section of regulation. Strait would then add the definition of Progressive Structural Experience to 36.063 instead of 36.990. He asked the board if SEs should be treated as a branch of engineering or as its own separate license. Fritz suggested reaching out to Colin Maynard to see why it was originally included as a branch of engineering. Strait also asked if he should add Professional Structural Engineer throughout the statutes and regulations.	
Action Items: Sterling Strait	Regulation Project - Structural Engineering - Consult Colin Maynard regarding SE being its own license. Sterling Strait	
C. 12 AAC 36.107 - Land Surveyor by Comity - adding requirement of PS	Maxwell and Bell reviewed 12AAC 36.107 (3) and 12AAC 36.100 and are proposing a language change to include the requirement for the NCEES PS exam.	
Motion:	On a motion duly made by Bob Bell to amend 12 AAC 36.107(a)(3) by removing "state land surveyor" and having it refer to 36.100(d) and to amend 12 AAC 36.100(d) by removing "Unless an applicant is registered by comity under AS 08.48.191(c);" seconded by Jake Maxwell and approved unanimously via roll call vote, it was: <i>RESOLVED to amend 12 AAC 36.107(a)(3) and 12 AAC 36.100(d)</i>	
Recorded Votes:	<i>Bell – Y</i>	<i>Cole – Y</i>
<i>Fritz-Y</i>	<i>Garness-Y</i>	<i>Johnston-Y</i>
<i>Leman-Y</i>	<i>Leonetti-Y</i>	<i>Maxwell-Y</i>
<i>Rozier-Y</i>	<i>Strait-Y</i>	
D. 12 AAC 36.063 and .990 - Revise mentoring program language and definition - Johnston / Strait / Garness	The proposed language would allow for an applicant to gain both experience under a supervisor who is licensed as well as going through the mentoring system instead of either or. An applicant would not need to gain all four years of their experience in the mentoring program.	
Motion:	On a Motion duly made by Elizabeth Johnston to approve the regulation change allowing for experience to be gained by combining experience gained under a supervisor and/or in the mentoring program in 12 AAC 36.063 (c) and (j) for public notice., seconded by Sterling Strait and approved unanimously via roll call vote, it was: <i>RESOLVED to change 12 AAC 36.063(c) and (j)</i>	

Recorded Votes:	<i>Bell – Y</i>	<i>Cole – Absent for vote</i>
<i>Fritz-Y</i>	<i>Garness-Y</i>	<i>Johnston-Y</i>
<i>Leman-Y</i>	<i>Leonetti-Y</i>	<i>Maxwell-Y</i>
<i>Rozier-Y</i>	<i>Strait-Y</i>	
E. 12 AAC 36.920 - By-Laws - Making it not date specific - Guidance Manual Committee	Rozier shared with the board the changes the Guidance Manual Committee proposed to take the specific date out of the regulation so changes can be made to the bylaws without having to change the regulation each time.	
Motion:	On a Motion duly made by Elizabeth Johnston to approve regulation change as proposed by the Guidance Manual committee to modify 12 AAC 36.920 to take out the date specific language., seconded by Jeff Garness and approved unanimously, it was: <i>RESOLVED to change 12 AAC 36.920.</i>	
F. Regulation project to revise term "Responsible Charge" in regulation - Legislative Liaison Committee	The board reviewed the definition that the Legislative Liaison Committee is proposing for the definition of responsible charge. It was suggested to change the term to responsible charge experience or progressive experience with increasing responsibility for applicants for registration. Leman clarified that the current definition for responsible charge is for registered individuals not examination applicants. And he further referred board members to a memo from the ad hoc subcommittee for suggested changes to responsible charge. For some comity applicants responsible charge experience might be referred to as responsible control.	
Action Items: Legislative Liaison Committee	Review definition for Responsible Charge and bring it in regulation change format to the February 2023 board meeting	
15. Licensing Examiner’s Report – Noe – 2:00pm		
16. Break – 2:15pm		
17. Application Review Questions		
A. John Hudock	John Hudock submitted an application for electrical engineer by comity but has passed the PE Architectural Engineering Exam. 12 AAC 36.105(b)(1) states that an applicant must have passed the NCEES PE exam in the discipline in which they are applying. Alaska does not offer a license in the discipline of architectural engineering. Hudock referred to the May 2019 AELS board minutes where the board discusses looking into adding architectural engineering as a discipline. He stated that his main goal for coming to the board during this meeting was to ask it to reconsider this issue.	
Motion:	On a Motion duly made Sterling Strait to accept John Hudock's PE Architectural Engineering Exam so his Electrical Engineer comity application can move forward, seconded by Loren Leman and voted on via roll call it was: <i>RESOLVED to not accept John Hudock’s PE Architectural Exam.</i>	
Recorded Votes:	<i>Bell – N</i>	<i>Cole – Absent for vote</i>
<i>Fritz-N</i>	<i>Garness-N</i>	<i>Johnston-N</i>
<i>Leman-Y</i>	<i>Leonetti-N</i>	<i>Maxwell-N</i>
<i>Rozier-N</i>	<i>Strait-N</i>	

B. Henrik Dahl	Henrik Dahl's credential evaluation by NCEES was found 6 credits short of a bachelor's degree. Because he did not have an equivalent ABET degree, his application needed to come before the full board. Statute and regulation gives leeway to the board to review his education for equivalency.	
Motion:	On a Motion duly made Sterling Strait to approve Henrik Dahl's education equivalent to what is required for a comity license., seconded by Elizabeth Johnston and approved unanimously via roll call vote, it was: <i>RESOLVED to approve Henrik Dahl's education</i>	
Recorded Votes:	<i>Bell – Y</i>	<i>Cole – Absent for vote</i>
<i>Fritz-Y</i>	<i>Garness-Y</i>	<i>Johnston-Y</i>
<i>Leman-Y</i>	<i>Leonetti-Y</i>	<i>Maxwell-Y</i>
<i>Rozier-Y</i>	<i>Strait-Y</i>	
18. Correspondence – 3:30pm		
A. Incoming	i. Department of Law Memo RE: ADEC	
B. Outgoing	<div>i. Revised - MOA Policy - Fritz</div> <div>ii. ADEC - Wastewater Regulation - Garness</div> <div>iii. HB148 - Letter to registrants sent via Listserv - Maxwell</div> <div>iv. Paul Norvel - Changes in seal regulation - Fritz</div> <div>v. CE "Don't check the box" letter - CE Committee</div> <div>vi. Triennial Arctic (Cold Regions Design) Course Review - CE Committee</div> <div>All institutions have submitted their course material for review, but the arctic courses have not yet been reviewed. Johnston is working on a checklist to use to review the courses.</div> <div>vii. Public Comment responses from AELS on 2019 regulation project - Neal</div>	
19. Outreach Reports – 4:00pm		
A. AIA AELS Update		
B. National organization reports	<div>i. NCEES ABM - Fritz / Johnson / Maxwell / Kase / Neal</div> <div>Maxwell updated the board on the NCEES annual business meeting. He shared his concern regarding the upcoming change to the PS exam. It will go from one six hour exam to 4 modules which are six hours each. The length of each test is so that the item database can be built. Johnston shared that once the SE exam splits into 4 exams it will have a breadth component which will qualify it as a PE exam meaning the SE license would not have to be a post PE license</div> <div>ii. CLARB ABM - Leonetti / Neal</div> <div>Leonetti highlighted both CLARB's uniform standards and how they could possibly apply to the international profession of landscape architecture. He also asked the board to consider the CEU legacy regulation which would allow for an exemption for</div>	

	the CE requirement for those who have been licensed for more than 25 years. Neal stated that CLARB is also looking at uniform standards for continuing education.	
	iii. NCARB Chair / MBE Summit - Fritz / Neal	
	Fritz shared that NCARB is looking to change the make-up of the board of directors and how people are elected onto the board.	
C. SEAAK November Meeting-Strait		
20. National Organizations: Issues and Announcements – 4:15pm		
A. CLARB		
B. NCARB		
C. NCEES		
21. Adding the Discipline of Architectural Engineering as a License Type – 4:20pm		
Brief Discussion:	Strait asked to add this to the agenda since there was time. Fritz shared that the reason why it was not made a license type when the other disciplines were added was because of the confusion it might cause given the title. Strait proposed researching what other branch of engineering the architectural engineering PE exam could qualify an applicant for instead of adding a new discipline as a license type	
Motion:	On a Motion duly made Elizabeth Johnston to start a regulation project on 12 AAC 36.180 and 990 to add the practice of architectural engineering, seconded by Loren Leman and approved via roll call vote, it was: <i>RESOLVED to start a regulation project to add architectural engineering as a discipline.</i>	
Recorded Votes:	<i>Bell – N</i>	<i>Cole – Absent for vote</i>
<i>Fritz-N</i>	<i>Garness-Y</i>	<i>Johnston-Y</i>
<i>Leman-Y</i>	<i>Leonetti-N</i>	<i>Maxwell-Y</i>
<i>Rozier-N</i>	<i>Strait-Y</i>	
Action Items: Legislative Liaison Committee	Regulation project to add the discipline of architectural engineering to 12 AAC 36.180 and 36.990	
22. Recess for day – 4:40pm		
23. Reconvene – 9:00am – Roll Call: Catherine Fritz, Bob Bell, Jeff Garness, Elizabeth Johnston, Loren Leman, Ed Leonetti, Jake Maxwell, Randall Rozier, Sterling Strait, Brent Cole		
24. Division Update		
A. 4 th Qtr Update	Director Chambers shared the FY2022 4th Qtr report with the board	
B. Finding a statute sponsor	Fritz asked Chambers about finding a legislative committee sponsorship. Chambers said that if a committee sponsors a bill, the committee may move the bill along quickly. However, committees will not be assigned until mid-January. Board members or the board designee can start reaching out now to legislators in the interim.	

25. Executive Session – 10:10am

Present in room or virtual:	Board members - Bob Bell, Catherine Fritz, Brent Cole, Jeff Garness, Elizabeth Johnston, Loren Leman, Ed Leonetti, Jake Maxwell, Randall Rozier, Sterling Strait Staff – Sara Neal, Heather Noe, Marilyn Zimmerman Registrant – Kathryn McCrea	
Motion:	On a Motion duly made Jeff Garness for the Alaska Board of Registration for Architects, Engineers and Land Surveyors to enter executive session in accordance with AS 44.62.310 C. 2 and 3, and the Alaska constitutional right to privacy provisions for the purpose of reviewing case numbers 2022-000508, 2022-000410, 2022-000545, and 2022-000430., seconded by Elizabeth Johnston and approved unanimously, it was: <i>RESOLVED to enter Executive Session.</i>	
Motion:	On a Motion duly made Ed Leonetti having examined the voluntary surrender of the Professional Mechanical Engineer Registration in the matter of Michael Hauke, Professional Mechanical Engineer Registration #AELM12584, CASE #2022-000545, adopts the surrender in its entirety, effective immediately upon signature of this order in accordance with the approval by the board, seconded by Elizabeth Johnston and approved unanimously via roll call vote it was: <i>RESOLVED to adopt the voluntary surrender for Michael Hauke in its entirety</i>	
Recorded Votes:	<i>Bell – Y</i>	<i>Cole – Y</i>
<i>Fritz-Y</i>	<i>Garness-Y</i>	<i>Johnston-Y</i>
<i>Leman-Absent for vote</i>	<i>Leonetti-Y</i>	<i>Maxwell-Y</i>
<i>Rozier-Y</i>	<i>Strait-Y</i>	
Motion:	On a Motion duly made Ed Leonetti having examined the consent agreement, move to adopt the decision and order in case # 2022-000410 in the matter of Rolland Doubleday Jr., Profession Electrical Engineer Registration #AELE10468 effective immediately upon signature of this order in accordance with the approval by the board, seconded by Elizabeth Johnston and approved unanimously via roll call it was: <i>RESOLVED to adopt the consent agreement, decision and order for Rolland Doubleday, Jr. in its entirety.</i>	
Recorded Votes:	<i>Bell – Y</i>	<i>Cole – Y</i>
<i>Fritz-Y</i>	<i>Garness-Y</i>	<i>Johnston-Y</i>
<i>Leman-Y</i>	<i>Leonetti-Y</i>	<i>Maxwell-Y</i>
<i>Rozier-Y</i>	<i>Strait-Y</i>	

Motion:	<p>On a Motion duly made Ed Leonetti having examined the voluntary surrender in the matter of Ronald Drozdick, Professional Chemical Engineer Registration #AELH10576, Case #2022-000508 move to adopt the surrender in its entirety, effective immediately upon signature of this order in accordance with the approval of the board, seconded by Elizabeth Johnston and approved unanimously via roll call vote it was:</p> <p><i>RESOLVED to adopt the voluntary surrender for Ronald Drozdick in its entirety</i></p>	
Recorded Votes:	<i>Bell – Y</i>	<i>Cole – Y</i>
<i>Fritz-Y</i>	<i>Garness-Y</i>	<i>Johnston-Y</i>
<i>Leman-Y</i>	<i>Leonetti-Y</i>	<i>Maxwell-Y</i>
<i>Rozier-Y</i>	<i>Strait-Y</i>	
Motion:	<p>On a Motion duly made by Loren Leman to reconsider the August 2022 board vote on the Investigative Memo in Case No. 2022-000430 for Katherine McCrea, Professional Civil Engineer Registration No. AELC9001, seconded by Elizabeth Johnston and approved via roll call vote it was:</p> <p><i>RESOLVED to reconsider the August 2022 board decision on Katherine McCrea's request for a CE exemption</i></p>	
Recorded Votes:	<i>Bell – Y</i>	<i>Cole – Y</i>
<i>Fritz-Y</i>	<i>Garness-Y</i>	<i>Johnston-Y</i>
<i>Leman-Y</i>	<i>Leonetti-Y</i>	<i>Maxwell-Y</i>
<i>Rozier-Y</i>	<i>Strait-N</i>	
Motion:	<p>On a Motion duly made by Ed Leonetti, seconded by Bob Bell, after examining the Investigative Memo in Case No. 2022-000430 for Katherine McCrea, Professional Civil Engineer Registration No. AELC9001 move to approve her request for an exemption of her 2020-2021 CE audit</p>	
Amendment:	<p>An amendment was made by Leman, seconded by Leonetti, and approved via roll call vote, to send a non-disciplinary letter of advisement that includes praise for fulfilling her CE's and to confirm that she will not count her April 2022 PDH's earned toward her 24 hours required for the 2022-2023 registration period</p>	
Recorded Votes for Amendment:	<i>Bell – N</i>	<i>Cole – N</i>
<i>Fritz-Y</i>	<i>Garness-Y</i>	<i>Johnston-Y</i>
<i>Leman-Y</i>	<i>Leonetti-Y</i>	<i>Maxwell-Y</i>
<i>Rozier-Y</i>	<i>Strait-Y</i>	

Motion and amendment	It was: <i>RESOLVED to approve Katherine McCrea’s CE exemption and send a nondisciplinary letter.</i>	
Recorded Votes for Motion:	<i>Bell – Y</i>	<i>Cole – Y</i>
<i>Fritz-Y</i>	<i>Garness-Y</i>	<i>Johnston-Y</i>
<i>Leman-Y</i>	<i>Leonetti-Y</i>	<i>Maxwell-Y</i>
<i>Rozier-Y</i>	<i>Strait-Y</i>	
26. Break 11:02am		
27. AKLS – Test Inc. Proposal (moved from 11/9) 11:15am		
Brief Discussion:	Jack Warner with Test Inc. explained the proposal for offering the AKLS twice a year. The workshop with subject matter experts would only meet once every two years to create four tests using both tested questions and untested questions to use for the next four test administrations	
Action Items: Bob Bell, Jake Maxwell, Sara Neal	Review Test Inc proposal and discuss logistics for offering the AKLS twice a year both here in AK and in other jurisdictions	
28. Review of Regulation Changes (Added into yesterday’s agenda items – 36.067 & 36.100, 107)		
29. Public Comment – 11:30am – no one attended in person or called in.		
30. Lunch – Noon		
31. Committee Updates		
A. Guidance Manual Committee	i. ADEC Drinking Water – Record Drawings paragraph The board reviewed the Records Drawings paragraph on page 21 of the Guidance Manual and made the following change: Sentence 5 now reads "When record drawings are generated from information obtained from the contractor or others and may not be the product of inspections performed by the design professional..."	
Motion:	On a motion duly made by Sterling Strait to approve the proposed revisions to the Record Drawings paragraph put forth by the Guidance Manual Committee, seconded by Ed Leonetti and approved via roll call vote, it was: <i>RESOLVED to amend the Record Drawings paragraph in the Guidance Manual</i>	
Recorded Votes:	<i>Bell – Y</i>	<i>Cole – Y</i>
<i>Fritz-Y</i>	<i>Garness-N</i>	<i>Johnston-N</i>
<i>Leman-Y</i>	<i>Leonetti-Y</i>	<i>Maxwell-Y</i>
<i>Rozier-Y</i>	<i>Strait-Y</i>	
	ii. Guidance for Construction Drawings - Appendix A Rozier asked the board members to email Neal the discipline specific documents they believe are needed in Appendix A - Guidelines for Construction Drawings for the committee to review	

B. Investigative Advisory Committee	<p>i. Discipline Matrix - Johnston</p> <p>Johnston presented the old discipline matrix and proposed to update it to concur with current regulations and by using medium, mitigating, and aggravating categories</p>
Action Items: Investigative Advisory Committee	Review and update 2009 Discipline Matrix
C. Continuing Education Committee	<p>i. Arctic Course (Cold Regions Design) - Triannual review</p> <p>The committee will review the course material using a checklist and submit a letter to the chair for signature.</p> <p>ii. Regulation Project - Article V - CE Regulations</p> <p>The committee was not able to meet between the August and November board meeting. The proposed regulations will be ready for review during the February 2023 meeting. The board took a straw poll regarding the issue of a regulation that exempts registrants who have been licensed for more than 25 years from the CE requirements. Enough board members indicated they are in favor of it that Fritz asked the committee to consider it.</p> <p>iii. UAA - CE classes offered</p> <p>During the August 2022 meeting, it was suggested to call UAA instead of sending a letter.</p>
Action Items: Catherine Fritz	Call UAA Professional Development department to clarify qualifying CE credits.
D. Outreach Committee	<p>Maxwell updated the board on the progress of the newsletter content. The goal is to have it sent out before the end of the year.</p> <p>i. Logo / Template for Newsletter</p> <p>Claire Roundtree called into the board meeting at 1pm on November 10th and presented three options for an AELS logo. Most preferred option 1, but make it less AELS specific and add some Alaskana flair to it. Ms. Roundtree will send the revised logo to Strait. Any feedback on logos is due to Strait by November 17th.</p> <p>ii. Newsletter Content</p> <p>Once it is finalized, the board will need to vote on it in using a mail ballot in OnBoard</p> <p>iii. State Local Chapter - NCEES Surveyor Program - Fritz / Neal</p> <p>It is recommended to do board outreach in partnership with the local design professions' organizations.</p>
Action Items: Jake Maxwell	Outreach report on the UAA event on Nov 9 th
Action Items: Whole board	Email Strait with logo ideas due Nov 17 th .
E. Legislative Liaison Committee	<p>i. Statute Project Status – the board asked Loren Leman, as chair of the Legislative Liaison Committee, to lead the statute change process.</p>

Motion:	On a motion duly made by Sterling Strait to approve to not make changes to 08.48.331(D) , and seconded by Randall Rozier and approved via roll call vote it was: <i>RESOLVED to not make changes to 08.48.331 (D)</i>	
Recorded Votes:	<i>Bell – Y</i>	<i>Cole – Y</i>
<i>Fritz-N</i>	<i>Garness-Y</i>	<i>Johnston-N</i>
<i>Leman-Y</i>	<i>Leonetti-Y</i>	<i>Maxwell-N</i>
<i>Rozier-Y</i>	<i>Strait-Y</i>	
Motion:	On a motion duly made by Loren Leman to advance the statute changes as proposed in this meeting to a legislator or a legislative committee for action during the 2023 legislative session, and seconded by Ed Leonetti	
Amendment:	amended by Elizabeth Johnston, seconded by Sterling Strait, to add on the definition for fire protection systems in 08.341 and approved via roll call vote	
Recorded Votes for Amendment:	<i>Bell – Y</i>	<i>Cole – Abstain</i>
<i>Fritz-Y</i>	<i>Garness-Y</i>	<i>Johnston-Y</i>
<i>Leman-Y</i>	<i>Leonetti-Y</i>	<i>Maxwell-Y</i>
<i>Rozier-Absent for vote</i>	<i>Strait-Y</i>	
Motion and amendment	It was: <i>RESOLVED to advance the proposed statute changes to a legislator or legislative committee to sponsor the bill.</i>	
Recorded Votes for Motion:	<i>Bell – Y</i>	<i>Cole – Y</i>
<i>Fritz-Y</i>	<i>Garness-Y</i>	<i>Johnston-Y</i>
<i>Leman-Y</i>	<i>Leonetti-Y</i>	<i>Maxwell-Y</i>
<i>Rozier-Absent for vote</i>	<i>Strait-Y</i>	
Motion:	On a motion duly made by Loren Leman to add the definition of a professional structural engineer to 08.48.341 and seconded by Ed Leonetti, and approved via roll call vote, it was: <i>RESOLVED to add the definition of a professional structural engineer to AS 08.48.341</i>	
Recorded Votes for Motion:	<i>Bell – Y</i>	<i>Cole – Y</i>
<i>Fritz-Y</i>	<i>Garness-Y</i>	<i>Johnston-Y</i>
<i>Leman-Y</i>	<i>Leonetti-Y</i>	<i>Maxwell-Y</i>
<i>Rozier-Absent for vote</i>	<i>Strait-Y</i>	
Action Items: Sara Neal	ii. Legislative program for Febuary meeting Travel request for the February board meeting.	

32. Read Applications into the Record – 3:45pm

Motion:

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

LICENSE #	FIRST NAME	LAST NAME	TYPE OF LICENSE	NOV DECISION
200057	CLARENCE	VINSON	ARCH	APPROVED
200910	MATTHEW	BAKER	CE	APPROVED
201071	PATRICK	BIRD	CE	APPROVED
198374	AARON	BOONSTRA	CE	APPROVED
188335	HENRICK	DAHL	CE	APPROVED
199842	HRANT	HARUTYUNYAN	CE	APPROVED
198932	JARED	JONES	CE	APPROVED
201065	SAMUEL	LAUBER	CE	APPROVED
189258	JINGJUAN (JANE)	LI	CE	APPROVED
199260	DANIEL	LIGHT	CE	APPROVED
200156	PRANEETH	LINGIREDDY	CE	APPROVED
200934	RAJENDRA	PRASAD	CE	APPROVED
199699	MORGAN	SANGER	CE	APPROVED
195439	DAVID	SCHAAD	CE	APPROVED
198926	WILLIAM	STREHLER	CE	APPROVED
198930	DEAN	WHITFIELD	CE	APPROVED
201166	TAYLOR	WINKEL	CE	APPROVED
197185	MARIE	CLARK	EC	APPROVED
196063	JAMES	BASQUETTE	EE	APPROVED
200252	RICHARD	BOWEN	EE	APPROVED
200997	AARON	LEACH	EE	APPROVED
199752	DAVID	OTO	EE	APPROVED
201306	WILLIAM	SULLIVAN	EE	APPROVED
199933	PIERS	WENDLANDT	EM	APPROVED
200561	YUANYUAN	ANDREN	EV	APPROVED
199622	NICHOLAS	WALDO	EV	APPROVED
198166	LUKE	RAMIREZ	ME	APPROVED
200977	MAXWELL	RYAN	NM	APPROVED
198806	JOSHUA	MERGENS	SE	APPROVED

Motion:	On a motion duly made by Ed Leonetti , seconded by Jake Maxwell and passed unanimously, it was RESOLVED to conditionally approve the following list of applicants for registration by comity and by examination with the stipulation that the information in the applicants' files will take precedence over the information in the minutes
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LICENSE #	FIRST NAME	LAST NAME	TYPE OF LICENSE	NOV DECISION
199965	RORY	BRYANT	CE	CONDITIONALLY APPROVED
180196	MARSHALL	CARMEN	CE	CONDITIONALLY APPROVED
200669	CHERYL	COURTRIGHT	CE	CONDITIONALLY APPROVED
200142	STEPHANIE	DOW	CE	CONDITIONALLY APPROVED
200671	PAUL	ECKMAN JR.	CE	CONDITIONALLY APPROVED
201061	JARED	KINNEY	CE	CONDITIONALLY APPROVED
200694	ERIC	PACKER	CE	CONDITIONALLY APPROVED
201373	LESLIE	PETRE	CE	CONDITIONALLY APPROVED
200867	THOMAS	POCHATKO	CE	CONDITIONALLY APPROVED
200395	JAMES	ROBINSON	CE	CONDITIONALLY APPROVED
200517	JOSEPH	SMILEY	CE	CONDITIONALLY APPROVED
198819	CONRAD	SMITH	CE	CONDITIONALLY APPROVED
170363	DAVE	STILES	CE	CONDITIONALLY APPROVED
200381	MICAH	WILLIAMS	CE	CONDITIONALLY APPROVED
201055	REBECCA	BUNDICK	EC	CONDITIONALLY APPROVED
194877	BEAU	COUNTS	EE	CONDITIONALLY APPROVED
201379	BENJAMIN	CURTISS	EE	CONDITIONALLY APPROVED
200969	PHILIP	DUPREE JR	EE	CONDITIONALLY APPROVED
200781	MICHAEL	FREEMAN	EE	CONDITIONALLY APPROVED
201313	JOHN	HOFMAN	EE	CONDITIONALLY APPROVED
201147	MATTHEW	KRUEGER	EE	CONDITIONALLY APPROVED
200103	CHRISTOPHER	LARSON	EE	CONDITIONALLY APPROVED
200338	LUCAS	SIFTAR	EE	CONDITIONALLY APPROVED
200960	HANNAH	DEENEY	EV	CONDITIONALLY APPROVED
199950	RAYMOND	ZIMMER	EV	CONDITIONALLY APPROVED
131102	AARON	BROWN	LS	CONDITIONALLY APPROVED
182497	JAMES	JANISSE	LS	CONDITIONALLY APPROVED
201138	CHASE	DELATUSH	ME	CONDITIONALLY APPROVED
201154	CHARLES	GOLDMEYER	ME	CONDITIONALLY APPROVED
201378	CORBYN	JAHN	ME	CONDITIONALLY APPROVED
200171	CHAN	LAM	ME	CONDITIONALLY APPROVED
189256	HAYDEN	MAXWELL	ME	CONDITIONALLY APPROVED
201316	KYLE	KAUZLARICH	SE	CONDITIONALLY APPROVED

33. Review of Action Items – 3:55pm		
Brief Discussion:		Changing the CE regulations is the highest priority to ensure they are changed by the next renewal
34. Upcoming Meeting Dates – 4:05pm		
<p>A. Nov 19 - WCARB Executive Committee, Santa Fe, NM - Fritz</p> <p>B. Jan 9-10 - NCEES MBA Meeting, Greenville, SC - Neal</p> <p>C. Feb 7-8 - AELS February Board meeting - Request to move dates The February meeting set for the 8-9th.</p> <p>D. Mar 2 - NCARB MBE Meeting - Honolulu, HI - Neal</p> <p>E. Mar 3-4 - NCARB Regional Summit - Honolulu, HI - Fritz / Rozier / Neal</p> <p>F. Apr 27-29 - NCEES Zone Conferences - Houston, TX Strait, Maxwell, Garness, and Fritz will be an alternate.</p> <p>G. May 2023 - AELS Board Meeting The May board meeting has been set for May 10-11th in Fairbanks.</p> <p>H. June 15-17 - NCARB Annual Business Meeting - Tampa, FL - Fritz and Neal will attend.</p> <p>I. Aug 2023 - AELS Board Meeting The August board meeting has been set for Aug 23-24th in Anchorage.</p> <p>J. Aug 15-18 - NCEES Annual Business Meeting - Boston, MA</p> <p>K. Sept 2023 - CLARB Annual Business Meeting</p>		
35. Board Member Comments – 4:15pm		
Brief Discussion:		Board members expressed thanks for the use of UAA's facilities. Bell asked the board to consider time-saving measures to see if the board could get its meeting down to one day.
Action Items: Sara Neal		Send a thank you note to UAA for the use of their building
Next Meeting:	February 8-9 th , 2023	
Adjournment:	4:23pm	

AEELS Board's Mission is to protect the public health, safety, and welfare through regulation of the practice of architecture, engineering, land surveying, and landscape architecture by...

OBJECTIVES

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

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

STRATEGIES

a. Support license mobility by following national standards

b. Prepare university students for licensure

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

c. Maintain an effective outreach program

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

d. Provide Administrative Support

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

a. Protect HSW through effective Regulations

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

b. Collaborate with design professionals

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

c. Maintaining Competency through Continuing Education

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

d. Provide Administrative Support

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

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

STRATEGIES

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

2022 PLANNED ACTIONS (3.1.2022 – 2.28.2023)

1. Review proposed changes for consistency with relevant NCARB, NCEES, and CLARB standards.
2. Complete regulation change regarding military licenses.

b. Prepare university students for licensure by

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

1. Send congratulatory letter to UA engineering and land surveying graduates.
2. Participate in university activities at UAA and UAF.
3. Appoint liaisons to applicable UAA and UAF Boards.
4. Present at 1 (or more) UAA weekly PDH Seminar series.
5. Identify Alaskan architecture and landscape architecture graduates and send congratulatory letters.

c. Maintain an effective outreach program

- Assist students and candidates on their licensure path
- Share outreach program with license holders, licensure candidates, legislators, allied professions.
- Maintain Outreach Committee
- Encourage Diversity, Equity, and Inclusion (DEI)

1. Develop and schedule at least 1 outreach project per discipline, per year, then complete an outreach report on each event.
2. Increase opportunities to interact with candidates and registrants. (e.g., newsletter, social media)
3. Analyze current DEI in the AELSLSA professions and develop a DEI plan

d. Provide Administrative Support


- Collaborate with Department to support staff in developing reports, addressing meeting locations and outreach program challenges, etc.
- Collaborate with Department to answer questions from candidates and registrants.

1. Utilize and organize Onboard Resource folders so they are easily accessible.
2. Identify events early to work out logistical challenges.
3. Promptly respond to administrative requests for assistance from candidates and registrants.
4. Assist in writing the Annual Report and Travel Plan.


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

STRATEGIES


a. Protect public HSW through effective statutes and regulations

- *Analyze/update regulations to simplify and maintain standards of the 3 Es.*
 - *Enforce regulations with prompt and thorough investigations*
 - *Maintain Investigatory Advisory Committee and Legislative Liaison Committee*
- 


b. Collaborate with design professionals and allied professions

- *Listen to and address regulatory concerns.*
 - *Interact with professional organizations, especially on HSW matters.*
 - *Maintain Guidance Manual Committee*
- 

c. Maintaining Competency through Continuing Education

- *Update CE regulations to reflect model law.*
 - *Simplify CE reporting and licensee CE record keeping.*
 - *Maintain Continuing Education Committee*
- 

d. Provide Administrative Support

- *Collaborate with staff to increase efficiencies.*
 - *Support special projects to develop knowledge base of Board past actions*
 - *Maintain Planning and Implementation Committee and Emeritus Status Committee.*
 - *Collaborate with staff to identify board training needs and opportunities.*
- 

2022 PLANNED ACTIONS (3.1.2022 – 2.28.2023)

1. Complete the regulation update project started in 2019.
2. Draft statute changes identified in 2019 in bill form and obtain a bill sponsor.
3. Review by-laws and work with investigator to share investigation information with registrants and improve investigator case efficiencies.
4. Develop a “lessons learned” summary with investigator and Board to increase consistency and share knowledge.

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

1. Study existing continuing education problems, and draft regulation changes to address.
2. Gather CE requirements and record keeping from other jurisdictions.
3. Gather CE requirements and record keeping from other Alaska boards.

1. Complete regulation changes that are necessary to empower staff to perform some level of application review/approval.
2. Complete statute changes to empower staff (See 2a2)
3. Complete regulation change to accept NCEES application files.
4. Review and update by-laws.
5. Review and update board member welcome packet.
6. Utilize Onboard resource folders to organize information
7. Develop overall board activity calendar.

2022 AUGUST BOARD MEETING						
Code	Strategic Plan Reference	Priority	To whom assigned	Deadline	Item Description	Status
8/16/2022			Leonetti		Regulation project for updating 12AAC 36.068 - LA by Exam to be in alignment with CLARB's Uniform Standard.	Ongoing
8/16/2022			CE Committee		Review discipline matrix to incorporate a letter of reprimand	Complete
8/16/2022			Strait		Start Reg Project on 12AAC36.105 (h) and (i) for improvements to the SE by comity Regulations	Ongoing
8/16/2022			Fritz, Neal		respond to comments from 2019 Reg change	Complete
8/16/2022			Maxwell/Neal		Letter to AELS registrants about HB148 going into law. Send via Listserv.	Complete
8/16/2022			Strait		Update ABET equivalency chart in board policies re: Architectural Engineering references	Complete
8/16/2022			Fritz		Updated response to MOA re Structural Engineers	Complete
8/16/2022			Fritz		New letter to Paul Dorvel - fix up letter re: changes in seals	Complete
8/16/2022			Maxwell, Bell		Start Reg project for Survey, re: PS Exam	Complete
8/16/2022			Maxwell, Bell		Start Reg Project for re: HB148 does/doesn't need reg updates	Complete
8/16/2022			Johnston, Strait, Garness		Start Reg project for 36.990 and applicable for Mentoring for Engineering	Complete
8/17/2022			Guidance Committee		Revise Bylaws to updated Investigative Advisory Committee (delete #7)	Complete
8/17/2022			ALL		Review ADEC record drawing verbiage. Comments to go to the guidance committee.	Complete
8/17/2022			CE Committee		Review content of Arctic Course and report to Nov. Board Meeting. Working on to get it at the Feb board meeting	Ongoing
8/17/2022			Sara Neal to work with Sara Chambers		Method for Bill Sponsor. "By the rules committee by the request fo the Gov."	Complete
8/17/2022			ALL		Review Statue change proposal (draft) and make comments to Legislative Committee by Oct. 1. Send to Leman. Look for hot spots: industrial exemptions and buidling exemptions.	Complete
8/17/2022			Investigations committee		Redacted information from investigative cases, Can we add information on if it went to a board member. Which ones have gone to mutiple reviewers. Patrick will get back to Committee on list of redacted.	Ongoing
8/17/2022			Guidance Committee		By laws need to be changed by a Reg Project. 36.920	Complete
5/10/2022			Sara/Fritz		Create new policy for 36.010.j - delegating review authority to Staff for approving applications	Ongoing
8/16/2022			Elizabeth		Review digital signature instructions before they are posted to website	Ongoing
8/16/2022			Outreach Committee		Educate state associations of the name change for the arctic course	Ongoing
8/16/2022			Neal		Work with publications team on the online application for military	Ongoing
8/17/2022			Guidance Committee		Review language used in the Guidance for Construction Drawings Section and evaluate if it should be an appendix to the Guidance Manual	Complete
8/17/2022			Outreach Committee		Plan outreach event for Nov board meeting	Complete
8/17/2022			Outreach Committee		Find a vendor to create a logo and a newsletter template	Complete
8/17/2022			Outreach Committee		Gather newsletter content - publish by end of year.	Ongoing
8/16/2022			Outreach Committee		Letter to registrants RE: Audit findings; reminder of responsibilities "don't check the box" ; UAA - inform them that not all CE classes offered meet AELS CE requirements. Reassigned to outreach committee and will be in newsletter	Ongoing
8/17/2022			Neal		Send committee meetings/agenda information via listserv	Complete
8/17/2022			Legislative Liaison Committee		Work on Regulation Project that revises term "responsible charge" in regulations.	Ongoing
8/17/2022			Legislative Liaison Committee		Review board suggestions for possible statute changes / prepare changes to be reviewed by the board in Nov board mtg	Complete
8/17/2022			Guidance Committee		Review board comments RE: ADEC verbiage	Complete
11/9/2022			Investigations committee		Review current policy and regulations for renewal for both individuals and firms to determine if late applications for renewals can be handled differently. Please consider what other jurisdictions could do.	Ongoing
11/9/2022			Sara		Make policy changes for Architectural Engineering degree - related to civil table	Complete
11/9/2022			Elizabeth, Randall, Ed		Regulation project for updating 12 AAC 36.040 - Simplified application for exam	Ongoing
11/9/2022			Catherine, Randall		Review AELS regulations to remove any unnecessary barriers to licensure for applicants with foreign transcripts	Ongoing
11/9/2022			Elizabeth, Legislative committee		Start regulation project for Architectural Engineering	Ongoing
11/9/2022			Catherine, Sara		Complete FAQ's for the 4 Reg projects	Complete
11/10/2022			Bob, Jake, Sara		Review Test, Inc. proposal and discuss logistics for offering the AKLS twice a year both here and in other jurisdictions.	Ongoing
11/10/2022			ALL -		Discipline specific list of drawings for inclusion of appendix A of the guidance manual. To Guidance manual by Nov. 17	Ongoing
11/10/2022			Investigative Committee, Elizabeth		Review discipline matrix to bring it current. Meeting for after new year.	Ongoing
8/16/2022			Catherine		Call CE at UAA to discuss the CE classes offered and to clarify the requirments for CE credits.	Ongoing
11/10/2022			Jake		Outreach report on the UAA event on Nov 9th	Complete
11/10/2022			Sara		Travel request for February board meeting	Complete

11/10/2022		Elizabeth to Outreach Committee		Find APDC flyin dates Feb 14-16, 2023	Complete
11/10/2022		Legislative Committee		Statute updated strategy meeting - Meeting week of Nov. 28	Complete
		Sara		Send thank you note to UAA for use of room	Complete



THE STATE
of **ALASKA**

Department of Commerce, Community,
and Economic Development

DIVISION OF CORPORATIONS, BUSINESS AND
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MEMORANDUM

DATE: January 30, 2023
TO: Architects, Engineers, and Land Surveyors
THRU: Greg Francois, Chief Investigator *ZP*
FROM: Patrick Kase, Investigator
RE: Investigative Report for the February 08, 2023 Meeting

The following information was compiled as an investigative report to the Board for the period of October 27, 2022 thru January 30, 2023; this report includes cases, complaints, and intake matters handled since the last report.

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

OPEN - 21

<u>Case Number</u>	<u>Violation Type</u>	<u>Case Status</u>	<u>Status Date</u>
ARCHITECT			
2023-000096	Unlicensed practice or activity	Intake	01/27/2023
2022-000712	Continuing education	Investigation	10/20/2022
ENGINEER			
2022-000008	Violation of licensing regulation	Intake	01/04/2022
2022-001200	Unlicensed practice or activity	Intake	12/28/2022
2018-000851	Unprofessional conduct	Complaint	07/31/2018
2020-000410	Unprofessional conduct	Complaint	04/28/2020
2020-000411	Unprofessional conduct	Complaint	04/28/2020
2021-000561	Incompetence	Complaint	07/15/2021

2022-000707	Continuing education	Complaint	06/27/2022
2022-000710	Continuing education	Complaint	08/02/2022
2020-000840	Negligence	Monitor	
2021-000423	Unprofessional conduct	Investigation	07/18/2022
2022-000690	Continuing education	Investigation	12/14/2022
2022-000706	Continuing education	Investigation	11/15/2022

LAND SURVEYOR

2022-000330	Unlicensed practice or activity	Intake	04/11/2022
2022-001132	Violation of licensing regulation	Intake	11/30/2022
2023-000082	Unlicensed practice or activity	Intake	01/26/2023
2021-000667	Unethical conduct	Complaint	09/27/2021
2021-000675	Negligence	Complaint	10/06/2021

MECHANICAL ENGINEER

2022-000510	Continuing education	Investigation	08/16/2022
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STRUCTURAL ENGINEER

2022-000433	Continuing education	Investigation	08/16/2022
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Closed - 11

<u>Case #</u>	<u>Violation Type</u>	<u>Case Status</u>	<u>Closed</u>	<u>Closure</u>
ARCHITECT				
2022-000708	Continuing education	Closed-Complaint	12/20/2022	No Action - No Violation
CHEMICAL ENGINEER				
2022-000508	Continuing education	Closed-Investigation	11/16/2022	License Action
ELECTRICAL ENGINEER				
2022-000410	Continuing education	Closed-Investigation	11/16/2022	License Action
ENGINEER				
2022-001080	Unlicensed practice or activity	Closed-Intake	01/08/2023	No Action - No Violation

2017-001125	Violation of licensing regulation	Closed-Investigation	12/12/2022	Advisement Letter
2022-000430	Continuing education	Closed-Investigation	12/22/2022	No Action - No Violation
LAND SURVEYOR				
2022-000796	Unlicensed practice or activity	Closed-Intake	12/22/2022	Incomplete Complaint
2020-000416	Violation of licensing regulation	Closed-Complaint	12/14/2022	No Action - No Violation
2022-000716	Continuing education	Closed-Complaint	11/16/2022	No Action - No Violation
2022-000532	Continuing education	Closed-Investigation	12/22/2022	No Action - No Violation
MECHANICAL ENGINEER				
2022-000545	Continuing education	Closed-Investigation	11/16/2022	License Action

END OF REPORT

From: [Prieksat, Erika L \(CED\)](#)
To: [Leonetti, Ed](#)
Cc: [Kase, Patrick F \(CED\)](#); [Neal, Sara J \(CED\)](#)
Subject: AELS Investigative Advisory Committee - Board Stats and Next Steps
Date: Friday, January 13, 2023 12:54:39 PM
Attachments: [AELS Board Report 01.10.2018 to 01.10.2023.pdf](#)

Hi Ed,

Thanks for talking with me earlier this week. Investigations wants to be as transparent as possible with the Board, while still considering the confidential nature of our cases. I pulled some case history for the AELS Board for you to review below and share with other board members to assist with the goal of understanding what investigations has worked on and for relevant outreach. Since January 10, 2018, there have been 296 cases generated.

The board is given an investigative report every meeting that outlines all cases for a specific time period (usually from the time of the last meeting to right before the current meeting). The report shows how many cases are open, violation type, case number, case status and the date it went into that status, and how many cases were closed. I attached a report that outlines all of the cases opened from the last five years.

Here is a breakdown of the last five years' case types:

Type of Cases Opened	
Continuing education	47
Falsified application	8
Financial scam	1
Fraud or misrepresentation	3
Incompetence	4
License application review	173
Negligence	2
Probation	1
Unethical conduct	4
Unlicensed practice or activity	19
Unprofessional conduct	7
Violating professional ethics	2
Violation of licensing regulation	25
Grand Total	296

I want to note that "violation of licensing regulation" was often used in the past by investigations when there were potentially multiple allegations or if a specific allegation was not available on the "violation type" pre-loaded list in our case management system. We manually input the alleged statutes into our case management system, but when opening a case, we have to select a "violation type" on the main screen which will quickly identify the case type, and there are only about 52

options to select from (which are more general terms for the 45 boards/programs we investigate). Patrick has recently updated any open cases that have “violation of licensing regulation” listed as a violation to a more specific violation type, if available, so the board is more informed on what the case specifically pertains to when reviewing an investigative board report. We are also in the process of upgrading our case management system, so there should be many improvements in the upcoming year.

Here is a breakdown of the last five years’ cases by professional license type:

Professional License Type	
ARCHITECT	25
CHEMICAL ENGINEER	3
CONTROL SYSTEMS	
ENGINEER	1
CORPORATE	
AUTHORIZATION	24
ELECTRICAL ENGINEER	20
ENGINEER	146
FIRE PROTECTION ENGINEER	2
LAND SURVEYOR	39
LANDSCAPE ARCHITECT	2
MECHANICAL ENGINEER	22
MINING ENGINEER	1
PETROLEUM ENGINEER	2
SPECIALTY CONTRACTOR	1
STRUCTURAL ENGINEER	8
Grand Total	296

Here are the outcomes of the 296 cases that were opened in the past five years:

Case Outcome Types	
Still Open	20
Non-Disciplinary Advisement	
Letter	20
Application Denied	1
Cease and Desist Order	2
Incomplete Complaint	15
License Action	13
No Action - Lack of	
Jurisdiction	2
No Action - No Violation	47
Other	4
Applications - Review	
Complete	172
Grand Total	296

Of the 13 violations where license actions were taken by the board noted above for the last five years, 11 were for continuing education violations, one for a falsified application, and one for a

violation of licensing regulation (survey products of a licensee were substandard)

Here is a breakdown of the last five years' cases where a violation was found and a Non-Disciplinary Letter of Advisement was issued:

Advisement Letter Violation Types	
Continuing education	1
Falsified application	3
Fraud or misrepresentation	1
Unlicensed practice or activity	7
Unprofessional conduct	1
Violating professional ethics	1
Violation of licensing regulation	6
Grand Total	20

If the board is hoping to pick relevant topics for outreach, the board may want to begin with continuing education, advising licensees on filling out applications completely/accurately, obtaining proper licensure to practice in different areas, and requirements for seals, based on the case history.

In the last five years, 47 cases resulted in “No Action – No Violation” closures:

No Violation Closures	
Continuing education	27
Falsified application	2
Incompetence	2
Unlicensed practice or activity	3
Violating professional ethics	1
Violation of licensing regulation	12
Grand Total	47

Some of the “violation of licensing regulation” cases involved complaints against surveyors alleging poor quality of work and issues with responsible charges; engineering errors related to seals; and failure to obtain proper project approvals (all where no violations were ultimately found).

Investigations can provide case data to the board, especially when drafting a disciplinary matrix, and Patrick will continue pulling case precedents to assist with the matrix (I believe he is working with Elizabeth on this). I encourage the board to work with Executive Administrator, Sara Neal, on the steps for disclosure of information for the purposes of public outreach, because that is an area that generally investigations is not involved with and I can't advise the board on the requirements for that type of release, especially if using prior case information.

I hope the information provided in this (very long) email helps move the committee and board in the direction intended. Please feel free to reach out to me and Patrick with any additional questions.

Thank you,

Erika

Erika Prieksat

Senior Investigator

Dept. of Commerce, Community and Economic Development

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MEMORANDUM

DATE: January 10, 2023
TO: Architects, Engineers, and Land Surveyors
THRU: Greg Francois, Chief Investigator
FROM: Erika Prieksat, Investigator
RE: Investigative Report for the January 10, 2023 Meeting

The following information was compiled as an investigative report to the Board for the period of January 10, 2018 thru January 10, 2023; this report includes cases, complaints, and intake matters handled since the last report.

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

OPEN - 19

<u>Case Number</u>	<u>Violation Type</u>	<u>Case Status</u>	<u>Status Date</u>
ARCHITECT			
2022-000712	Continuing education	Investigation	10/20/2022
ENGINEER			
2022-000008	Violation of licensing regulation	Intake	01/04/2022
2022-001200	Unlicensed practice or activity	Intake	12/28/2022
2018-000851	Unprofessional conduct	Complaint	07/31/2018
2020-000410	Unprofessional conduct	Complaint	04/28/2020
2020-000411	Unprofessional conduct	Complaint	04/28/2020
2021-000561	Incompetence	Complaint	07/15/2021
2022-000690	Continuing education	Complaint	07/20/2022

2022-000707	Continuing education	Complaint	06/27/2022
2022-000710	Continuing education	Complaint	08/02/2022
2020-000840	Negligence	Monitor	
2021-000423	Unprofessional conduct	Investigation	07/18/2022
2022-000706	Continuing education	Investigation	11/15/2022

LAND SURVEYOR

2022-000330	Unlicensed practice or activity	Intake	04/11/2022
2022-001132	Violation of licensing regulation	Intake	11/30/2022
2021-000667	Unethical conduct	Complaint	09/27/2021
2021-000675	Negligence	Complaint	10/06/2021

MECHANICAL ENGINEER

2022-000510	Continuing education	Investigation	08/16/2022
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STRUCTURAL ENGINEER

2022-000433	Continuing education	Investigation	08/16/2022
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Closed - 291

<u>Case #</u>	<u>Violation Type</u>	<u>Case Status</u>	<u>Closed</u>	<u>Closure</u>
ARCHITECT				
2018-000217	License application problem	Closed-Intake	02/22/2018	Review Complete
2018-000229	License application problem	Closed-Intake	08/06/2018	Review Complete
2018-000508	License application problem	Closed-Intake	06/15/2018	Review Complete
2018-001397	License application problem	Closed-Intake	12/18/2018	Review Complete
2018-001447	License application problem	Closed-Intake	01/02/2019	Review Complete
2019-000226	License application problem	Closed-Intake	03/01/2019	Review Complete
2019-000410	License application problem	Closed-Intake	04/22/2019	Review Complete
2019-001392	License application problem	Closed-Intake	12/11/2019	Review Complete

2019-001433	License application problem	Closed-Intake	01/03/2020	Review Complete
2020-000043	License application problem	Closed-Intake	01/15/2020	Review Complete
2020-000049	License application problem	Closed-Intake	01/16/2020	Review Complete
2020-000113	License application problem	Closed-Intake	01/29/2020	Review Complete
2020-000908	License application problem	Closed-Intake	10/05/2020	Review Complete
2020-000936	License application problem	Closed-Intake	10/08/2020	Review Complete
2021-000547	License application problem	Closed-Intake	07/29/2021	Incomplete Complaint
2022-000054	License application problem	Closed-Intake	01/19/2022	Review Complete
2019-000578	Violation of licensing regulation	Closed-Complaint	03/06/2020	No Action - No Violation
2022-000431	Continuing education	Closed-Complaint	09/15/2022	No Action - No Violation
2022-000708	Continuing education	Closed-Complaint	12/20/2022	No Action - No Violation
2017-000332	Violation of licensing regulation	Closed-Investigation	03/27/2018	Review Complete
2018-000314	Unlicensed practice or activity	Closed-Investigation	02/20/2019	Advisement Letter
2018-000706	Unlicensed practice or activity	Closed-Investigation	02/14/2020	Advisement Letter
2018-000715	Violation of licensing regulation	Closed-Investigation	03/27/2019	Advisement Letter
2018-000728	Violation of licensing regulation	Closed-Investigation	03/27/2019	Advisement Letter
2020-000613	Falsified application	Closed-Investigation	02/23/2021	Application Denied

CHEMICAL ENGINEER

2020-000050	License application problem	Closed-Intake	01/29/2020	Review Complete
2018-000507	Continuing education	Closed-Investigation	12/19/2018	License Action
2022-000508	Continuing education	Closed-Investigation	11/16/2022	License Action

CONTROL SYSTEMS ENGINEER

2020-000725	License application problem	Closed-Intake	08/03/2020	Review Complete
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CORPORATE AUTHORIZATION

2018-000041	License application problem	Closed-Intake	01/10/2018	Review Complete
2018-000187	License application problem	Closed-Intake	02/15/2018	Review Complete
2018-000193	License application problem	Closed-Intake	02/15/2018	Review Complete
2018-000203	License application problem	Closed-Intake	02/15/2018	Review Complete
2018-000206	License application problem	Closed-Intake	02/22/2018	Review Complete
2018-000215	License application problem	Closed-Intake	02/22/2018	Review Complete
2018-000263	License application problem	Closed-Intake	03/07/2018	Review Complete
2018-000341	License application problem	Closed-Intake	04/11/2018	Review Complete
2018-000995	License application problem	Closed-Intake	08/30/2018	Review Complete
2018-001168	License application problem	Closed-Intake	10/04/2018	Review Complete
2018-001267	License application problem	Closed-Intake	10/25/2018	Review Complete
2019-000282	License application problem	Closed-Intake	03/14/2019	Review Complete
2019-000402	License application problem	Closed-Intake	04/18/2019	Review Complete
2019-001237	License application problem	Closed-Intake	10/28/2019	Review Complete
2019-001254	License application problem	Closed-Intake	11/01/2019	Review Complete
2019-001267	License application problem	Closed-Intake	11/05/2019	Review Complete
2019-001415	License application problem	Closed-Intake	12/17/2019	Review Complete
2020-000079	License application problem	Closed-Intake	01/23/2020	Review Complete
2020-000081	License application problem	Closed-Intake	01/28/2020	Review Complete
2020-000085	License application problem	Closed-Intake	01/28/2020	Review Complete
2020-000091	License application problem	Closed-Intake	01/28/2020	Review Complete
2020-000137	License application problem	Closed-Intake	02/05/2020	Review Complete
2020-000279	License application problem	Closed-Intake	03/25/2020	Review Complete

2020-000448	License application problem	Closed-Intake	05/14/2020	Review Complete
2016-001384	Unlicensed practice or activity	Closed-Investigation	04/08/2019	Advisement Letter
2016-001389	Unlicensed practice or activity	Closed-Investigation	07/30/2019	Advisement Letter
2016-001391	Unlicensed practice or activity	Closed-Investigation	07/30/2019	Advisement Letter
2020-000245	Violation of licensing regulation	Closed-Investigation	04/08/2020	No Action - No Violation

ELECTRICAL ENGINEER

2019-000399	License application problem	Closed-Intake	04/17/2019	Review Complete
2019-000787	License application problem	Closed-Intake	08/14/2019	Review Complete
2019-000796	License application problem	Closed-Intake	08/15/2019	Review Complete
2019-001271	License application problem	Closed-Intake	11/06/2019	Review Complete
2019-001354	License application problem	Closed-Intake	12/04/2019	Review Complete
2019-001388	License application problem	Closed-Intake	12/06/2019	Review Complete
2019-001400	License application problem	Closed-Intake	12/12/2019	Review Complete
2020-000033	License application problem	Closed-Intake	01/28/2020	Review Complete
2020-000040	License application problem	Closed-Intake	01/15/2020	Review Complete
2020-000109	License application problem	Closed-Intake	01/28/2020	Review Complete
2021-000321	License application problem	Closed-Intake	04/26/2021	Review Complete
2021-000606	License application problem	Closed-Intake	07/15/2021	Review Complete
2021-001166	License application problem	Closed-Intake	11/29/2021	Review Complete
2022-000781	License application problem	Closed-Intake	08/22/2022	Review Complete
2022-000974	License application problem	Closed-Intake	10/17/2022	Review Complete
2020-001089	Continuing education	Closed-Complaint	03/03/2021	Other (See Abstract)
2016-001300	Unlicensed practice or activity	Closed-Investigation	03/20/2018	Advisement Letter
2021-000099	Continuing education	Closed-Investigation	05/27/2021	No Action - No Violation

2022-000410	Continuing education	Closed-Investigation	11/16/2022	License Action
2022-000411	Continuing education	Closed-Investigation	09/02/2022	License Action
2022-000540	Continuing education	Closed-Investigation	08/24/2022	License Action
ENGINEER				
2017-001117	Falsified application	Closed-Intake	01/18/2018	Review Complete
2018-000146	License application problem	Closed-Intake	02/22/2018	Review Complete
2018-000151	License application problem	Closed-Intake	02/07/2018	Review Complete
2018-000155	License application problem	Closed-Intake	03/05/2018	Review Complete
2018-000182	License application problem	Closed-Intake	02/15/2018	Review Complete
2018-000190	License application problem	Closed-Intake	02/15/2018	Review Complete
2018-000197	License application problem	Closed-Intake	02/22/2018	Review Complete
2018-000208	License application problem	Closed-Intake	02/22/2018	Review Complete
2018-000218	License application problem	Closed-Intake	02/22/2018	Review Complete
2018-000224	License application problem	Closed-Intake	08/06/2018	Review Complete
2018-000228	License application problem	Closed-Intake	08/06/2018	Review Complete
2018-000264	License application problem	Closed-Intake	03/07/2018	Review Complete
2018-000300	License application problem	Closed-Intake	04/06/2018	Review Complete
2018-000490	License application problem	Closed-Intake	05/17/2018	Review Complete
2018-000524	License application problem	Closed-Intake	05/23/2018	Review Complete
2018-000697	License application problem	Closed-Intake	08/06/2018	Review Complete
2018-000794	License application problem	Closed-Intake	08/06/2018	Review Complete
2018-001146	License application problem	Closed-Intake	10/01/2018	Review Complete
2018-001264	License application problem	Closed-Intake	10/24/2018	Review Complete
2018-001304	Fraud or misrepresentation	Closed-Intake	04/08/2019	Incomplete Complaint
2019-000004	License application problem	Closed-Intake	01/07/2019	Review Complete

2019-000035	License application problem	Closed-Intake	01/09/2019	Review Complete
2019-000071	License application problem	Closed-Intake	02/04/2019	Review Complete
2019-000227	License application problem	Closed-Intake	03/01/2019	Review Complete
2019-000293	License application problem	Closed-Intake	03/14/2019	Review Complete
2019-000396	License application problem	Closed-Intake	04/17/2019	Review Complete
2019-000404	License application problem	Closed-Intake	04/22/2019	Review Complete
2019-000559	License application problem	Closed-Intake	06/17/2019	Review Complete
2019-000690	License application problem	Closed-Intake	08/13/2019	Review Complete
2019-000790	License application problem	Closed-Intake	08/15/2019	Review Complete
2019-000975	License application problem	Closed-Intake	09/18/2019	Review Complete
2019-001270	License application problem	Closed-Intake	11/06/2019	Review Complete
2019-001396	License application problem	Closed-Intake	12/12/2019	Review Complete
2019-001403	License application problem	Closed-Intake	12/13/2019	Review Complete
2019-001431	License application problem	Closed-Intake	12/20/2019	Review Complete
2020-000005	License application problem	Closed-Intake	01/03/2020	Review Complete
2020-000008	License application problem	Closed-Intake	01/07/2020	Review Complete
2020-000014	License application problem	Closed-Intake	01/07/2020	Review Complete
2020-000019	License application problem	Closed-Intake	01/10/2020	Review Complete
2020-000030	License application problem	Closed-Intake	01/10/2020	Review Complete
2020-000046	License application problem	Closed-Intake	01/16/2020	Review Complete
2020-000047	License application problem	Closed-Intake	01/16/2020	Review Complete
2020-000061	License application problem	Closed-Intake	01/29/2020	Review Complete
2020-000065	License application problem	Closed-Intake	01/24/2020	Review Complete

2020-000073	License application problem	Closed-Intake	01/24/2020	Review Complete
2020-000075	License application problem	Closed-Intake	01/23/2020	Review Complete
2020-000111	License application problem	Closed-Intake	02/06/2020	Review Complete
2020-000116	License application problem	Closed-Intake	01/29/2020	Review Complete
2020-000117	License application problem	Closed-Intake	02/06/2020	Review Complete
2020-000142	License application problem	Closed-Intake	02/05/2020	Review Complete
2020-000187	License application problem	Closed-Intake	02/18/2020	Review Complete
2020-000194	License application problem	Closed-Intake	02/19/2020	Review Complete
2020-000197	License application problem	Closed-Intake	02/21/2020	Review Complete
2020-000220	License application problem	Closed-Intake	02/26/2020	Review Complete
2020-000223	License application problem	Closed-Intake	02/26/2020	Review Complete
2020-000269	License application problem	Closed-Intake	03/25/2020	Review Complete
2020-000370	License application problem	Closed-Intake	04/17/2020	Review Complete
2020-000459	License application problem	Closed-Intake	05/18/2020	Review Complete
2020-000926	License application problem	Closed-Intake	10/07/2020	Review Complete
2020-001007	License application problem	Closed-Intake	11/03/2020	Review Complete
2021-000103	Unlicensed practice or activity	Closed-Intake	04/05/2021	Incomplete Complaint
2021-000105	Unlicensed practice or activity	Closed-Intake	04/05/2021	Incomplete Complaint
2021-000168	License application problem	Closed-Intake	03/09/2021	Review Complete
2021-000200	License application problem	Closed-Intake	04/05/2021	Review Complete
2021-000351	Financial scam	Closed-Intake	05/26/2021	Incomplete Complaint
2021-000418	License application problem	Closed-Intake	05/24/2021	Review Complete
2021-000590	License application problem	Closed-Intake	07/14/2021	Review Complete
2021-000637	License application problem	Closed-Intake	07/21/2021	Review Complete

2021-000702	Unethical conduct	Closed-Intake	09/13/2021	Incomplete Complaint
2021-000889	License application problem	Closed-Intake	09/23/2021	Review Complete
2021-001041	License application problem	Closed-Intake	11/15/2021	Review Complete
2021-001192	License application problem	Closed-Intake	12/06/2021	Review Complete
2021-001214	Incompetence	Closed-Intake	01/12/2022	Incomplete Complaint
2021-001295	License application problem	Closed-Intake	12/22/2021	Review Complete
2021-001296	License application problem	Closed-Intake	12/22/2021	Review Complete
2021-001298	License application problem	Closed-Intake	12/22/2021	Review Complete
2021-001303	License application problem	Closed-Intake	12/22/2021	Review Complete
2021-001321	License application problem	Closed-Intake	12/30/2021	Review Complete
2022-000002	License application problem	Closed-Intake	01/03/2022	Review Complete
2022-000005	License application problem	Closed-Intake	01/04/2022	Review Complete
2022-000024	License application problem	Closed-Intake	01/10/2022	Review Complete
2022-000025	License application problem	Closed-Intake	01/10/2022	Review Complete
2022-000027	License application problem	Closed-Intake	01/11/2022	Review Complete
2022-000028	License application problem	Closed-Intake	01/11/2022	Review Complete
2022-000034	License application problem	Closed-Intake	01/12/2022	Review Complete
2022-000041	License application problem	Closed-Intake	01/14/2022	Review Complete
2022-000043	License application problem	Closed-Intake	01/14/2022	Review Complete
2022-000050	License application problem	Closed-Intake	01/19/2022	Review Complete
2022-000263	License application problem	Closed-Intake	03/17/2022	Review Complete
2022-000272	License application problem	Closed-Intake	03/21/2022	Review Complete
2022-000387	Unprofessional conduct	Closed-Intake	05/26/2022	Incomplete Complaint
2022-000492	License application problem	Closed-Intake	06/01/2022	Review Complete

2022-000647	License application problem	Closed-Intake	07/12/2022	Review Complete
2022-000650	License application problem	Closed-Intake	07/12/2022	Review Complete
2022-001080	Unlicensed practice or activity	Closed-Intake	01/08/2023	No Action - No Violation
2017-001073	Unlicensed practice or activity	Closed-Complaint	02/18/2020	No Action - No Violation
2018-000652	Violating professional ethics	Closed-Complaint	03/08/2019	No Action - No Violation
2018-000797	Violation of licensing regulation	Closed-Complaint	04/12/2021	No Action - Lack of Jurisdiction
2018-000827	Unlicensed practice or activity	Closed-Complaint	03/07/2019	No Action - No Violation
2018-001393	Continuing education	Closed-Complaint	01/29/2019	No Action - No Violation
2019-000435	Violation of licensing regulation	Closed-Complaint	01/21/2021	No Action - No Violation
2019-000458	Violation of licensing regulation	Closed-Complaint	04/03/2020	No Action - No Violation
2019-000463	Violation of licensing regulation	Closed-Complaint	03/31/2020	No Action - No Violation
2019-000563	Violation of licensing regulation	Closed-Complaint	03/31/2020	No Action - No Violation
2020-000257	Violation of licensing regulation	Closed-Complaint	03/06/2020	No Action - No Violation
2020-000445	Incompetence	Closed-Complaint	07/19/2022	No Action - No Violation
2020-000985	Unlicensed practice or activity	Closed-Complaint	11/17/2020	No Action - Lack of Jurisdiction
2021-001293	Falsified application	Closed-Complaint	02/08/2022	No Action - No Violation
2022-000432	Continuing education	Closed-Complaint	09/02/2022	No Action - No Violation
2022-000533	Continuing education	Closed-Complaint	09/15/2022	No Action - No Violation
2022-000534	Continuing education	Closed-Complaint	09/02/2022	No Action - No Violation
2022-000536	Continuing education	Closed-Complaint	08/03/2022	No Action - No Violation
2022-000537	Continuing education	Closed-Complaint	09/15/2022	No Action - No Violation
2022-000538	Continuing education	Closed-Complaint	09/27/2022	No Action - No Violation
2022-000539	Continuing education	Closed-Complaint	09/02/2022	No Action - No Violation

2022-000541	Continuing education	Closed-Complaint	07/22/2022	No Action - No Violation
2022-000563	Continuing education	Closed-Complaint	08/09/2022	No Action - No Violation
2022-000564	Continuing education	Closed-Complaint	07/22/2022	No Action - No Violation
2017-000084	Violation of licensing regulation	Closed-Investigation	01/29/2018	No Action - No Violation
2017-000138	Unethical conduct	Closed-Investigation	09/25/2018	Advisement Letter
2017-001118	Falsified application	Closed-Investigation	01/18/2018	No Action - No Violation
2017-001125	Violation of licensing regulation	Closed-Investigation	12/12/2022	Advisement Letter
2018-000025	Falsified application	Closed-Investigation	06/05/2018	Advisement Letter
2018-000266	Violation of licensing regulation	Closed-Investigation	03/08/2019	Advisement Letter
2018-000367	Violation of licensing regulation	Closed-Investigation	03/08/2019	Advisement Letter
2018-000700	Unlicensed practice or activity	Closed-Investigation	03/08/2019	Advisement Letter
2018-000798	Violation of licensing regulation	Closed-Investigation	10/16/2019	No Action - No Violation
2018-000810	Unlicensed practice or activity	Closed-Investigation	10/16/2019	Advisement Letter
2018-000834	Unlicensed practice or activity	Closed-Investigation	01/22/2021	Cease and Desist Order
2018-001009	Continuing education	Closed-Investigation	04/25/2019	License Action
2019-000444	Violation of licensing regulation	Closed-Investigation	09/28/2020	Advisement Letter
2019-001299	Unlicensed practice or activity	Closed-Investigation	03/31/2020	Advisement Letter
2020-000402	Violating professional ethics	Closed-Investigation	07/22/2020	Advisement Letter
2020-000412	Fraud or misrepresentation	Closed-Investigation	08/12/2020	Cease and Desist Order
2020-000565	Fraud or misrepresentation	Closed-Investigation	09/08/2022	Advisement Letter
2021-000098	Continuing education	Closed-Investigation	05/26/2021	License Action
2021-000209	Continuing education	Closed-Investigation	06/16/2021	License Action
2021-000210	Continuing education	Closed-Investigation	03/22/2022	No Action - No Violation
2021-001161	Continuing education	Closed-Investigation	03/22/2022	No Action - No Violation
2022-000004	Falsified application	Closed-Investigation	03/09/2022	Advisement Letter

2022-000430	Continuing education	Closed-Investigation	12/22/2022	No Action - No Violation
FIRE PROTECTION ENGINEER				
2021-000578	License application problem	Closed-Intake	07/14/2021	Review Complete
2021-000591	License application problem	Closed-Intake	07/14/2021	Review Complete
LAND SURVEYOR				
2018-000282	License application problem	Closed-Intake	08/06/2018	Review Complete
2018-001020	License application problem	Closed-Intake	09/12/2018	Review Complete
2018-001226	License application problem	Closed-Intake	10/17/2018	Review Complete
2019-000398	License application problem	Closed-Intake	04/17/2019	Review Complete
2019-001426	License application problem	Closed-Intake	12/17/2019	Review Complete
2020-000037	License application problem	Closed-Intake	01/16/2020	Review Complete
2020-000288	License application problem	Closed-Intake	03/19/2020	Review Complete
2020-000665	Unprofessional conduct	Closed-Intake	09/10/2020	Incomplete Complaint
2020-000999	Violation of licensing regulation	Closed-Intake	11/30/2020	Incomplete Complaint
2020-001000	Violation of licensing regulation	Closed-Intake	11/30/2020	Incomplete Complaint
2020-001001	Violation of licensing regulation	Closed-Intake	11/30/2020	Incomplete Complaint
2021-000052	License application problem	Closed-Intake	02/09/2021	Review Complete
2021-001126	Unethical conduct	Closed-Intake	03/02/2022	Incomplete Complaint
2021-001276	License application problem	Closed-Intake	12/17/2021	Review Complete
2022-000145	License application problem	Closed-Intake	02/10/2022	Review Complete
2022-000372	Unlicensed practice or activity	Closed-Intake	06/01/2022	Incomplete Complaint
2022-000796	Unlicensed practice or activity	Closed-Intake	12/22/2022	Incomplete Complaint
2019-000413	Violation of licensing regulation	Closed-Complaint	11/19/2020	No Action - No Violation
2020-000416	Violation of licensing regulation	Closed-Complaint	12/14/2022	No Action - No Violation

2020-000540	Violation of licensing regulation	Closed-Complaint	05/26/2021	No Action - No Violation
2021-000006	Violation of licensing regulation	Closed-Complaint	04/05/2021	No Action - No Violation
2021-000041	Unethical conduct	Closed-Complaint	04/13/2021	Other (See Abstract)
2021-000459	Incompetence	Closed-Complaint	07/19/2022	No Action - No Violation
2021-000803	Unlicensed practice or activity	Closed-Complaint	11/19/2021	Other (See Abstract)
2022-000716	Continuing education	Closed-Complaint	11/16/2022	No Action - No Violation
2022-000717	Continuing education	Closed-Complaint	08/24/2022	No Action - No Violation
2016-001387	Unlicensed practice or activity	Closed-Investigation	07/24/2019	Advisement Letter
2017-001122	Unlicensed practice or activity	Closed-Investigation	07/22/2019	Advisement Letter
2018-000703	Unprofessional conduct	Closed-Investigation	09/10/2020	Advisement Letter
2018-000705	Violation of licensing regulation	Closed-Investigation	03/22/2019	Advisement Letter
2018-000732	Falsified application	Closed-Investigation	08/06/2018	Advisement Letter
2018-000999	Violation of licensing regulation	Closed-Investigation	12/01/2020	License Action
2018-001001	Unlicensed practice or activity	Closed-Investigation	04/01/2020	Advisement Letter
2019-000440	Falsified application	Closed-Investigation	11/25/2020	License Action
2020-000409	Unlicensed practice or activity	Closed-Investigation	08/03/2020	Advisement Letter
2022-000532	Continuing education	Closed-Investigation	12/22/2022	No Action - No Violation

LANDSCAPE ARCHITECT

2021-000630	License application problem	Closed-Intake	07/21/2021	Review Complete
2022-000029	License application problem	Closed-Intake	01/11/2022	Review Complete

MECHANICAL ENGINEER

2018-000514	License application problem	Closed-Intake	05/23/2018	Review Complete
2019-000777	License application problem	Closed-Intake	08/13/2019	Review Complete
2019-000783	License application problem	Closed-Intake	08/14/2019	Review Complete
2019-001430	License application problem	Closed-Intake	12/19/2019	Review Complete

2020-000021	License application problem	Closed-Intake	01/10/2020	Review Complete
2020-000195	License application problem	Closed-Intake	02/19/2020	Review Complete
2020-000290	License application problem	Closed-Intake	03/17/2020	Review Complete
2020-000291	License application problem	Closed-Intake	03/18/2020	Review Complete
2020-000333	License application problem	Closed-Intake	04/02/2020	Review Complete
2021-000319	License application problem	Closed-Intake	04/19/2021	Review Complete
2018-001031	Continuing education	Closed-Complaint	10/11/2018	No Action - No Violation
2018-001378	Falsified application	Closed-Complaint	03/19/2019	No Action - No Violation
2021-000208	Continuing education	Closed-Complaint	04/28/2021	No Action - No Violation
2021-000399	Falsified application	Closed-Complaint	07/14/2021	Other (See Abstract)
2022-000542	Continuing education	Closed-Complaint	09/15/2022	No Action - No Violation
2019-000043	Falsified application	Closed-Investigation	04/01/2019	Advisement Letter
2020-001081	Continuing education	Closed-Investigation	05/25/2021	No Action - No Violation
2020-001088	Continuing education	Closed-Investigation	03/24/2021	No Action - No Violation
2021-000207	Continuing education	Closed-Investigation	09/07/2021	License Action
2022-000544	Continuing education	Closed-Investigation	08/24/2022	License Action
2022-000545	Continuing education	Closed-Investigation	11/16/2022	License Action

MINING ENGINEER

2021-000677	License application problem	Closed-Intake	08/09/2021	Review Complete
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PETROLEUM ENGINEER

2018-000801	Continuing education	Closed-Investigation	10/11/2018	No Action - No Violation
2018-001394	Continuing education	Closed-Investigation	06/13/2019	Advisement Letter

SPECIALTY CONTRACTOR

2020-001150	Unlicensed practice or activity	Closed-Complaint	02/23/2021	No Action - No Violation
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STRUCTURAL ENGINEER

2018-001348	License application problem	Closed-Intake	11/29/2018	Review Complete
2019-000219	License application problem	Closed-Intake	02/28/2019	Review Complete
2019-000311	License application problem	Closed-Intake	03/19/2019	Review Complete
2019-000411	License application problem	Closed-Intake	04/22/2019	Review Complete
2021-000053	License application problem	Closed-Intake	02/09/2021	Review Complete
2021-000574	License application problem	Closed-Intake	07/14/2021	Review Complete
2022-000546	Continuing education	Closed-Complaint	09/15/2022	No Action - No Violation

END OF REPORT

2020-2021 - CE AUDIT REPORT			
Total Randomly Selected for Audit:		309	
	Lapsed/Retired:	48	
	Total Active Audits:	261	
Total Active Audits:		261	
	Completed:	236	
	Incomplete :	1	
	Referred to Paralegal:	25	
Referred to Paralegal:		25	
	Outstanding Audits from 2019	2	
	Cleared through Paralegal:	14	
	License Action:	6	
	Proposed License Actions:	3	(Reviewing during 2/2023 meeting)
	Requesting Reconsideration:	0	
	Open:	4	
Total Open Audits:		5	

From: [Jeff Garness](#)
To: [Catherine Fritz](#); [Neal, Sara J \(CED\)](#)
Subject: ADEC regulatory verbiage
Date: Tuesday, January 10, 2023 10:45:53 AM
Attachments: [ADEC responsible charge.pdf](#)

CAUTION: This email originated from outside the State of Alaska mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Catherine,

Attached is some verbiage that ADEC is proposing for 18-AAC-72 (Wastewater Disposal regulations). The language attaches “supervisory control” to the inspecting engineer for a construction project. It also uses the terms “engineer responsible for construction of the system” and “supervising engineer”. I believe much of this wording is problematic and may not be legally enforceable. I suggest that the Board consider alternate language and working collaboratively with ADEC to ensure the verbiage is consistent with AELS regulations and legally enforceable.

Please consider adding this topic as “new business” for our next board meeting.

Please contact me if you have any questions.....jeff

Jeffrey A. Garness, P.E., M.S.

AELS Board Member
Civil/Environmental Engineer
Mobile: (907) 244- 9612

- (2) a system documented in accordance with 18 AAC 72.650(c) or 18 AAC 72.660 if no plan approval is required;
- (3) written approval from the department issued under 18 AAC 72.200 – 18 AAC 72.290 if plan approval is required by 18 AAC 72.611(b); and
- (4) a permit from the department if the department requires a permit under 18 AAC 72.010. (Eff. XX/XX/XXXX, Register XXX)

Authority: AS 44.46.020 AS 46.03.020 AS 46.03.100

18 AAC 72.610. Plan review and permit fees. Repealed. (Eff. 2/19/93, Register 125; am 11/10/94, Register 132; repealed 1/17/2002, Register 161)

18 AAC 72.611. Alternative wastewater systems not requiring plan approval. (a) An alternative onsite system may be installed or modified without prior department approval if the system

- (1) serves a private residence, multi-family dwelling, small commercial facility, or combination thereof, with a total on lot design flow of 1500 gallons per day or less; or
- (2) consists of holding tanks only and serves a temporary or mobile camp associated with mining or oil and gas development; and
- (3) meets all separation distance requirements in 18 AAC 72.620;
- (4) meets all construction requirements in 18 AAC 72.630;
- (5) is installed according to the design and specification of a registered engineer;

and

OVERSEES

(6) the registered engineer, or a person under their responsible charge, ~~supervises~~ construction as necessary to ensure system was constructed in compliance with the design and to prepare the record documents as required by 18 AAC 72.650(c).

(b) An alternative wastewater system that does not meet the requirements of (a)(1) or (a)(2) of this section or that is connected to a source of nondomestic wastewater, must have prior department approval in accordance with 18 AAC 72.200 – 18 AAC 72.290. (Eff. XX/XX/XXXX, Register XXX)

Authority: AS 44.46.020 AS 46.03.050 AS 46.03.100
AS 46.03.020 AS 46.03.070

18 AAC 72.615. Alternative wastewater systems requiring plan approval. (a) Plans for construction of an alternative wastewater system must include the requirements under 18 AAC 72.205 and 18 AAC 72.245.

(b) For systems proposing an advanced treatment unit or package plant, the submittal must include

(1) documentation the unit is certified by *NSF International Standards/American National Standard NSF/ANSI 40* or equivalent third party accreditation organization; or

(2) a monitoring and sampling plan to demonstrate the treatment unit can successfully treat wastewater for at least one year after installation.

(c) For systems proposing an alternative soil absorption system, the submittal must include

(1) site plans showing the location of all existing or proposed development, the area reserved for replacement soil absorption system, topography, and, within 200 feet of the system, all private or public water systems and surface water;

least one day prior to beginning construction or modification of the alternative onsite wastewater system. The notification must include

- (1) the legal description and physical address of the property where the installation or modification will occur, including directions to the site;
- (2) the name and telephone number of the engineer responsible for the system installation and documentation; and
- (3) the scheduled date of the installation or modification.

(b) If a registered engineer is unable to

(1) provide the notice within the time required by (a) of this section for reasons beyond the control of the engineer, notification shall be given to the department as soon as possible and before beginning construction or modification; or

(2) install or modify on the date noticed under (a) of this section, the engineer shall notify the department of the new scheduled date as soon as possible and before beginning construction or modification.

Construction (c) Within 90 days after completing the installation or modification of an alternative wastewater system under 18 AAC 72.611(a), the registered engineer responsible for construction of the system shall submit to the department a completed registration package that includes

(1) the registered engineer's seal, signature, and date on the department provided documentation of construction form;

(2) record drawings including a scaled site plan, cross-sections, and details as needed to adequately document system construction and facilitate the department's review;

(3) a signed statement from the owner or operator of the system on a form provided by the department certifying the owner or operator

→ (15) "construction observation" or "observing construction" means visual observation of or visually observing the quality of construction, and the equipment and materials used for construction such that the observing engineer, or a person under their responsible charge, has the information necessary to provide a professional opinion regarding the system's conformance to approved construction documents, AS 46.03, and this chapter;

OK.

→ (16) "construction supervision" or "supervising construction" means providing oversight and ~~direction~~ during construction such that the ~~supervising~~ engineer, or a person under their responsible charge, can validate the system was constructed in accordance with the requirements of this chapter, conforms to department published best management practices, and has the information necessary to prepare accurate record documents;

(17) "conventional onsite wastewater system" means a conventional wastewater system that

(A) receives only domestic wastewater; and

(B) is located wholly on property owned by the person(s) or entity who also has ownership of the dwellings, buildings, and structures it serves;

(18) "conventional soil absorption system" means a wastewater treatment and disposal system that

(A) receives wastewater that, at a minimum, has received primary treatment;

(B) is of a typical 5-wide, shallow trench, deep trench, bed, or seepage pit design;

(C) uses natural subsurface undisturbed soils, with or without a sand liner, for treatment above a limiting condition;

THIS WOULD ONLY APPLY FOR A DESIGN-BUILD PROJECT.

(93) "small commercial facility" means a single commercial, institutional, or industrial building with an expected peak design flow of 500 gpd or less of domestic wastewater only; "small commercial facility" does not include a building or portion of a building that contains a residential dwelling;

(94) "soil absorption system" means a constructed system using soil for the treatment and disposal of effluent from a treatment process; "soil absorption system" may treat and dispose of domestic or nondomestic wastewater; "soil absorption system" does not include a cesspool;

(95) "springline" means the line of greatest horizontal dimension of the end cross-section of a pipe, the horizontal centerline of the pipe;

(96) "stabilization pond" means a shallow body of liquid or sludge contained in an earthen basin and designed to treat wastewater or septage sludge;

(97) "standard designated regulatory services" has the meaning given in AS 37.10.058;

(98) "stormwater" has the meaning given in 18 AAC 83.990

(99) "stormwater pollution prevention plan" means a facility's plan to prevent or control the discharge of pollutants in stormwater runoff, as required by a permit required under 33 U.S.C. 1342(p) (Clean Water Act, Sec. 402(p)) and 18 AAC 83.990;

(100) "supervising construction" means construction supervision;

(101) "toxic substance" has the meaning given in 18 AAC 70.990.

(102) "treatment works" means the central portion of a wastewater system that contains the various treatment processes, exclusive of the collection system;

? How DOES THIS
RELATE TO
ENGINEERING

- (2) a system documented in accordance with 18 AAC 72.650(c) or 18 AAC 72.660 if no plan approval is required;
- (3) written approval from the department issued under 18 AAC 72.200 – 18 AAC 72.290 if plan approval is required by 18 AAC 72.611(b); and
- (4) a permit from the department if the department requires a permit under 18 AAC 72.010. (Eff. XX/XX/XXXX, Register XXX)

Authority: AS 44.46.020 AS 46.03.020 AS 46.03.100

18 AAC 72.610. Plan review and permit fees. Repealed. (Eff. 2/19/93, Register 125; am 11/10/94, Register 132; repealed 1/17/2002, Register 161)

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- (1) serves a private residence, multi-family dwelling, small commercial facility, or combination thereof, with a total on lot design flow of 1500 gallons per day or less; or
- (2) consists of holding tanks only and serves a temporary or mobile camp associated with mining or oil and gas development; and
- (3) meets all separation distance requirements in 18 AAC 72.620;
- (4) meets all construction requirements in 18 AAC 72.630;
- (5) is installed according to the design and specification of a registered engineer;

and

OVERSEES

(6) the registered engineer, or a person under their responsible charge, ~~supervises~~ construction as necessary to ensure system was constructed in compliance with the design and to prepare the record documents as required by 18 AAC 72.650(c).

(b) An alternative wastewater system that does not meet the requirements of (a)(1) or (a)(2) of this section or that is connected to a source of nondomestic wastewater, must have prior department approval in accordance with 18 AAC 72.200 – 18 AAC 72.290. (Eff. XX/XX/XXXX, Register XXX)

Authority: AS 44.46.020 AS 46.03.050 AS 46.03.100
AS 46.03.020 AS 46.03.070

18 AAC 72.615. Alternative wastewater systems requiring plan approval. (a) Plans for construction of an alternative wastewater system must include the requirements under 18 AAC 72.205 and 18 AAC 72.245.

(b) For systems proposing an advanced treatment unit or package plant, the submittal must include

(1) documentation the unit is certified by *NSF International Standards/American National Standard NSF/ANSI 40* or equivalent third party accreditation organization; or

(2) a monitoring and sampling plan to demonstrate the treatment unit can successfully treat wastewater for at least one year after installation.

(c) For systems proposing an alternative soil absorption system, the submittal must include

(1) site plans showing the location of all existing or proposed development, the area reserved for replacement soil absorption system, topography, and, within 200 feet of the system, all private or public water systems and surface water;

least one day prior to beginning construction or modification of the alternative onsite wastewater system. The notification must include

(1) the legal description and physical address of the property where the installation or modification will occur, including directions to the site;

(2) the name and telephone number of the engineer responsible for the system installation and documentation; and

(3) the scheduled date of the installation or modification.

(b) If a registered engineer is unable to

(1) provide the notice within the time required by (a) of this section for reasons beyond the control of the engineer, notification shall be given to the department as soon as possible and before beginning construction or modification; or

(2) install or modify on the date noticed under (a) of this section, the engineer shall notify the department of the new scheduled date as soon as possible and before beginning construction or modification.

Construction (c) Within 90 days after completing the installation or modification of an alternative wastewater system under 18 AAC 72.611(a), the registered engineer responsible for construction of the system shall submit to the department a completed registration package that includes

(1) the registered engineer's seal, signature, and date on the department provided documentation of construction form;

(2) record drawings including a scaled site plan, cross-sections, and details as needed to adequately document system construction and facilitate the department's review;

(3) a signed statement from the owner or operator of the system on a form provided by the department certifying the owner or operator

→ (15) "construction observation" or "observing construction" means visual observation of or visually observing the quality of construction, and the equipment and materials used for construction such that the observing engineer, or a person under their responsible charge, has the information necessary to provide a professional opinion regarding the system's conformance to approved construction documents, AS 46.03, and this chapter;

OK.

→ (16) "construction supervision" or "supervising construction" means providing oversight and ~~direction~~ during construction such that the ~~supervising~~ engineer, or a person under their responsible charge, can validate the system was constructed in accordance with the requirements of this chapter, conforms to department published best management practices, and has the information necessary to prepare accurate record documents;

(17) "conventional onsite wastewater system" means a conventional wastewater system that

(A) receives only domestic wastewater; and

(B) is located wholly on property owned by the person(s) or entity who also has ownership of the dwellings, buildings, and structures it serves;

(18) "conventional soil absorption system" means a wastewater treatment and disposal system that

(A) receives wastewater that, at a minimum, has received primary treatment;

(B) is of a typical 5-wide, shallow trench, deep trench, bed, or seepage pit design;

(C) uses natural subsurface undisturbed soils, with or without a sand liner, for treatment above a limiting condition;

THIS WOULD ONLY APPLY FOR A DESIGN-BUILD PROJECT.

(93) "small commercial facility" means a single commercial, institutional, or industrial building with an expected peak design flow of 500 gpd or less of domestic wastewater only; "small commercial facility" does not include a building or portion of a building that contains a residential dwelling;

(94) "soil absorption system" means a constructed system using soil for the treatment and disposal of effluent from a treatment process; "soil absorption system" may treat and dispose of domestic or nondomestic wastewater; "soil absorption system" does not include a cesspool;

(95) "springline" means the line of greatest horizontal dimension of the end cross-section of a pipe, the horizontal centerline of the pipe;

(96) "stabilization pond" means a shallow body of liquid or sludge contained in an earthen basin and designed to treat wastewater or septage sludge;

(97) "standard designated regulatory services" has the meaning given in AS 37.10.058;

(98) "stormwater" has the meaning given in 18 AAC 83.990

(99) "stormwater pollution prevention plan" means a facility's plan to prevent or control the discharge of pollutants in stormwater runoff, as required by a permit required under 33 U.S.C. 1342(p) (Clean Water Act, Sec. 402(p)) and 18 AAC 83.990;

(100) "supervising construction" means construction supervision;

(101) "toxic substance" has the meaning given in 18 AAC 70.990.

(102) "treatment works" means the central portion of a wastewater system that contains the various treatment processes, exclusive of the collection system;

? How DOES THIS
RELATE TO
ENGINEERING

BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS AND LAND SURVEYORS

POLICIES AND HISTORICAL INFORMATION

I. HISTORY

Alaska began registering architects, engineers and land surveyors in 1949. Engineers who verified land surveyor work experience were also granted a land surveyor registration. In 1972, a new practice act was established for land surveyors. Until 1973 the practice act allowed engineers to apply for a land surveyor registration based on their practice. Alaska began registering landscape architects in 2000. **Alaska expanded the registered branches of engineering from three to fifteen in 2012.**

Alaska began administering national exams as follows:

NCARB Architect Registration Examination (ARE)	1963
NCEES Fundamentals of Engineering (FE) (8 hr.)	April 1966
NCEES Principles and Practices of Engineering (PE) (8 hr)	April 1967
NCEES Fundamentals of Land Surveying (FS) (8 hr)	April 1974
NCEES Professional Land Surveying (4 hours)	April 1974
NCEES Professional Land Surveying Public Domain (3 hours)	April 1987
NCEES Professional Land Surveying (PS) (6 hours) - combined	October 1992
CLARB Landscape Architect Registration (LARE)	2000

Prior to the above dates for national exams by NCARB and NCEES, state exams were used in Washington, Oregon, Idaho and California. Alaska used the same 'state specific' PE and PS exams. The first engineering exam administered in Alaska was given by the University of Alaska Fairbanks in 1953. Prior to 1953, engineers were registered based on education and work experience.

II. GENERAL BOARD POLICIES

- A. Election of Officers - The board will elect members to serve as chair, vice-chair, and secretary at the First regularly scheduled meeting of each calendar year, or as needed due to vacancies.
- B. Voting – All permanent board members, including the chair, are entitled to vote on all matters that come before the board unless a conflict of interest causes a member to abstain. Temporary, non-voting members may not vote but otherwise fully participate at meetings. **in accordance with Open**
- C. Communications – Board members may use a ListServe E-mail or email to communicate between meetings. **Public Meetings Act**
- D. Emeritus Status – The board **will may** nominate former board members for Emeritus Status **to NCEES on a yearly basis** when the former board member notifies the board they will be serving on a NCEES, **NCARB, or CLARB** committee.
- E. Investigations – The board adopted a “Board Investigative Review Committee” at its February 2006 meeting whereby two board members will meet monthly or as necessary with the board’s investigator to determine merit and disposition of complaints. At the May 2012 meeting the Board adopted a policy that former Board Members could be called on for this service at the discretion of the Investigator.
- F. Date on Stamped Plans – The board adopted a policy to define “close proximity” in 12 AAC 36.185(d) as within two inches of the seal.
- G. Public notice policy – the board adopted a policy at its May 2008 meeting to provide an explanation, if warranted, for proposed changes to regulations to accompany the public notice.
- H. Definition of Health, Safety & Welfare - the board adopted the following definition of “health, safety & welfare” at its February 2009 meeting: “Health, Safety and Welfare means the safeguarding of the public’s life, traditional values and expectations by registrants through their constant application of sound judgment, ethical management and proper execution employing “Best Practices” during the performance of their professional duties.”
- I. Corporations selling or offering to sell pre-engineered structures or parts of structures requiring the seal of an AELS professional registrant shall be considered offering professional services in the State of Alaska per Alaska Statute section 08.48.241 and 12 AAC 36.232 and are required to be registered as a professional corporation in the state.

III. BOARD MISSION STATEMENT

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

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

IV. APPLICATION REVIEW POLICIES

A. Work Experience

1. If an applicant initially became registered in a jurisdiction that required less work experience than Alaska, passed an acceptable equivalent exam, and gained experience AFTER initial licensure that meets Alaska's current minimum requirement, the board may consider approving the application by comity.
2. In order to meet Alaska's requirements, exam candidates may project their anticipated work experience up to the date of the exam.
12 AAC 36.067. DATE OF EXPERIENCE. Computation of qualifying experience for admission to the examination as architect, engineer or land surveyor is up to the date of exam.
The board may require that an applicant submit an updated employment verification or letter from present employer prior to the exam date.
3. Credit for engineer or land surveyor experience PRIOR to obtaining a degree shall be based on work experience verifications submitted and evaluated on a case-by-case basis. Education and work experience may not be accumulated concurrently. Note: A maximum of 12 months' credit may be claimed for a calendar year (12 AAC 36.062(b), 12 AAC 36.063(e), 12 AAC 36.064(b), 12 AAC 36.065(f), 12 AAC 36.068(d)).
4. Architect by comity applicants, if initial registration was obtained in another jurisdiction after January 1, 1990, must have completed the NCARB IDP Experience program and submit NCARB verification (12 AAC 36.103).
5. Other Work Experience Issues:
Other verified work experience or questionable experience requires a full board review and the board may require more information.

B. Examinations

1. All NCEES, CLARB or NCARB exams are considered as acceptable to meet minimum qualifications for exam under 12 AAC 36.100 for architect, landscape architect, engineer and land surveyor.
2. EQUIVALENT exams:
 - a. Architects: NONE
 - b. Fundamentals of Engineering: NCEES and its equivalent (Alaska offered a state specific exam prior to April 1966 when Alaska began offering the NCEES national exam).
 - c. PE: NCEES and its equivalent (Alaska offered a state specific exam prior to April 1966 when Alaska began offering the NCEES national exam).
 - d. PS, 6 hours: NCEES or board approved other state exams. (Texas exam is NOT acceptable.)
 - e. Alaska Land Surveyor state specific exam (AKLS), 2 hours: NONE
3. A registrant whose registration has been lapsed for five years or more may reinstate the registration by completing the form "Reinstatement for Expired Registration" and paying the current registration fee and renewing continuing education requirements. If an applicant was originally registered in Alaska by exam prior to April 1967, or in another state that did not offer the national examinations, the board has discretion to not require the applicant to take the current national examinations. The board may require re-testing for registrants who have been sanctioned. (12 AAC 36.105(d))
4. 1236.165) AAC 36.105(d) is interpreted to mean a non-NCEES examination.
5. 12 AAC 36.105(b) is interpreted to mean that an engineer by comity must have passed the NCEES exam in the same discipline for which he/she is applying.
6. The exam referenced in 12 AAC 36.105(d)(1) must be in the same discipline for which the applicant is applying.

C. Education

1. Engineering and/or land surveying exam candidates

- a. The board shall follow the requirements for education credit as outlined in the regulations for FE (was formerly the EIT), PE (except as outlined in sub-paragraph 1 below), FS (was formerly the LSIT), and PS exam applicants, (12 AAC 36.062, 12 AAC 36.063, 12 AAC 36.064, 12 AAC 36.065)

- i. The following alternate ABET accredited engineering degree programs will be considered equivalent to the full engineering education allowance for an ABET Accredited Degree Program in the licensed discipline as given in 12 AAC 36.063(3)(B) as long as the college transcripts shows a minimum of 18 credit hours in 300 level or greater coursework related to the desired license discipline. In addition, the work experience verification must show involvement in work of that discipline.

Discipline	ABET degree program	Alternate ABET engineering degree program
Agricultural (AG)	Agricultural Engineering	Civil Engineering
Chemical (EC)	Chemical Engineering	-
Civil (CE)	Civil Engineering	Construction Engineering, Geological Engineering, Mining Engineering, Architectural Engineering
Control Sys (CS)	-	Architectural Engineering, Electrical Engineering, Mechanical Engineering
Electrical (EE)	Electrical Engineering	Architectural Engineering
Environmental (EV)	Environmental Engineering	Civil Engineering
Fire Protection (FP)	Fire Protection Engineering	Architectural Engineering, Electrical Engineering, Mechanical Engineering
Industrial (IN)	Industrial Engineering	-
Mechanical (ME)	Mechanical Engineering	Architectural Engineering
Metallurgical and Materials (MM)	Metallurgical Engineering	-
Mining and Mineral Processing (EM)	Mining & Mineral Processing Engineer	Civil Engineering, Geological Engineering
Naval Architecture and Marine (NM)	Naval Architecture & Marine Engineering	-
Nuclear (NU)	Nuclear Engineering	-
Petroleum (EP)	Petroleum Engineering	-
Structural (SE)	-	Architectural Engineering, Civil Engineering

- b. If degree was earned over a period of more the **traditional** four years, and the applicant working at the same time, the board shall review the transcripts in comparison to work experience verifications and assign calendar years/months for education credits and work experience gained while in college. (12 AAC 36.063(e))
- c. If a person worked full time during the day and attended college **at night** and obtained a degree after six years, the board will not give the applicant any work experience credit beyond two years.
- d. **In 12 AAC 36.064 and .065, coursework in land surveying – no degree (minimum of two years credit hours), means 30 credit hours of core surveying courses and 30 credit hours of professional development courses.**
- e. If a person applies for the Fundamentals of Land Surveying Examination before July 1, 2014 and meets 75% of the requirements of one of the Classifications listed under “12 AAC 36.064.(2)(A) – Table A of Education and Work Experience Requirements for Fundamentals of Land Surveying Examination” that person shall be considered in the system and shall be allowed to use “12 AAC 36.065.(2)(A) – Table A of Education and Work Experience Requirements for Professional Land Surveyors” for a period up to five years beyond July 1, 2014.

2. Architectural Exam Candidates

First time architectural registrants applying to take the exam for registration in Alaska shall have an NAAB degree or meet NCARB alternative education standards. Documentation of alternative standards shall be as recommended and accepted by NCARB (per the current NCARB Education standard publication) (12 AAC 36.060)

D. **Arctic Engineering Cold Regions Design**

Arctic Engineering Cold Regions Design courses are approved by the Board.

The following are approved courses: 1. University of Washington:

Cold Regions Engineering Short Course.

2. University of Alaska Anchorage:

- i. UAA Arctic Engineering - CE A603 (semester web-based course)
- ii. UAA Arctic Engineering – ES AC030 (web-based short course)
- iii. UAA Northern Design Course – ES A411 (semester course) iv. UAA Arctic Engineering – CE A403 (semester web-based course)
- v. UAA Introduction to Arctic Engineering – ES AC031 (short course)

3. University of Alaska Fairbanks:

- i. UAF Arctic Engineering - CE 603 (semester course). ii. UAF Arctic Engineering - CE 603 (web-based semester course).

E. Council Records

- 1. Applicants for architect registration by comity **may shall** submit a completed NCARB Council Certificate, **commonly known as the NCARB “Blue Book” with the application.** (12 AAC 36.103)
- 2. Engineer applicants may submit a council record issued by the National Council of Examiners for Engineers and Surveyors (NCEES) to verify qualifications. (12 AAC 36.105)
- 3. Intern architects who apply to sit for the Architect Registration Examination (ARE) in Alaska must submit a “NCARB Council Record in Support of Application for Examination”. This council record must include verification of an NAAB degree or compliance with NCARB's education standard (per the current publication). (12 AAC 36.060)
- 4. Intern architects may qualify for early testing if they submit a Record Summary to support ARE Eligibility.

F. Continuing Education

Staff is authorized to approve continuing education audits where there is no question that the criteria in the regulation has been met. Where question exists, the audit shall be brought to the Board for review. 08-4052 (Rev 03/14/19)

NOTICE OF PROPOSED CHANGES IN THE REGULATIONS OF THE STATE BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS, AND LAND SURVEYORS

BRIEF DESCRIPTION: The State Board of Registration for Architects, Engineers, and Land Surveyors proposes to update various regulations relating to structural engineering applications, registration by comity, education and work experience requirements, eligibility, verification, dates of experience, standards, examination, and definitions.

The State Board of Registration for Architects, Engineers, and Land Surveyors (Board) proposes to adopt regulation changes in Title 12, Chapter 36 of the Alaska Administrative Code including the following:

1. **12 AAC 36.063. Engineering Education and Work Experience Requirements**, is proposed to remove reference to structural engineering examination.
2. **12 AAC 36.064. Eligibility for Structural Engineering Examination**, is proposed to be readopted, retitled, and to present the requirements for obtaining a structural engineering license by examination.
3. **12 AAC 36.100. Required Examinations**, is proposed to be updated to include specific reference to the required NCEES structural engineering exam.
4. **12 AAC 36.105. Engineer Registration by Comity**, is proposed to remove reference to structural engineering comity requirements.
5. **12 AAC 36.106. Structural Engineer Registration by Comity**, is proposed to be readopted, retitled, and to present the requirements for obtaining a structural engineering license by comity.
6. **12 AAC 36.990. Definitions**, is proposed to be updated to eliminate references to structural engineering as a sub-branch of professional engineering and delete the definition of “progressive structural experience”.

**Chapter 36. State Board of Registration for
Architects, Engineers, and Land
Surveyors.**

(Words in **boldface and underlined** indicate language being added; words [CAPITALIZED AND BRACKETED] indicate language being deleted. Complete new sections are not in boldface or underlined.)

12 AAC 36.060(k) is repealed:

(k) **Repealed** / / [TO BE ELIGIBLE FOR THE STRUCTURAL
ENGINEERING EXAMINATION, AN APPLICANT MUST

(1) BE CURRENTLY REGISTERED AS A PROFESSIONAL ENGINEER IN
THIS STATE; AND

(2) HAVE AT LEAST TWO YEARS OF PROGRESSIVE STRUCTURAL
EXPERIENCE, IN ADDITION TO THE EIGHT YEARS OF EDUCATION AND WORK
EXPERIENCE OR BOTH THAT ARE EQUIVALENT TO THE REQUIREMENTS SET
OUT IN THE APPLICABLE TABLE OF EDUCATION AND WORK EXPERIENCE
REQUIREMENTS FOR A PROFESSIONAL ENGINEERING EXAMINATION IN THIS
SECTION.]

12 AAC 36.064 is repealed and readopted to read:

**12 AAC 36.064. ELIGIBILITY FOR STRUCTURAL ENGINEERING EXAMINATION. (a) To
be eligible for the structural engineering examination, an applicant must**

(1) submit an application for examination as a structural engineer; and

(2) be currently registered as a professional engineer in this state; and

(3) have at least two years of structural engineering experience which shall:

(A) be gained after obtaining professional engineering licensure; and

(B) be progressive in job knowledge and duties related to the design of structural systems; and

(C) be obtained under the responsible charge of a licensed professional structural engineer; and

(D) include practical design experience in one or more of the following areas;

(i) any building or structure two stories and more, or 45 feet in height, located in a region of moderate or high seismic risk; or

(ii) seismic retrofit/rehabilitation of an existing building or structure located in a region of moderate or height seismic risk; or

(iii) structural design of any other structure of comparable structural complexity; and

(4) provide documentation of the experience required by 12 AAC 36.064(3)(D)

Authority: AS 08.48.101 AS 08.48.171 AS 08.48.181

12 AAC 36.100 is amended by adding a new paragraph that reads:

(g) An application for registration as a structural engineer must pass the NCEES PE Structural exam unless registered by comity under 12 AAC 36.106.

12 AAC 36.105(h) is repealed:

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

(I) THE NCEES PE STRUCTURAL EXAMINATION; OR

(J) THE NCEES STRUCTURAL II AND WASHINGTON OR CALIFORNIA
STRUCTURAL III EXAMS PASSED PRIOR TO 2011; OR

(K) THE NCEES STRUCTURAL I AND NCEES STRUCTURAL II PASSED PRIOR TO
2006; OR

(L) THE WESTERN STATES 16-HOUR STRUCTURAL EXAM PASSED PRIOR TO
2004; AND

(M)(H) HAVE SIX YEARS OF EXPERIENCE WITH A BACHELOR'S DEGREE OR
FIVE YEARS OF EXPERIENCE WITH A MASTER'S DEGREE. APPLICANTS WHO HAVE
PASSED THE NCEES STRUCTURAL ENGINEERING I EXAMINATION, NCEES
STRUCTURAL ENGINEER II EXAMINATION, OR THE NCEES PE STRUCTURAL
EXAMINATION MAY BE GRANTED A CIVIL ENGINEERING REGISTRATION.]

12 AAC 36.106 is repealed and readopted to read:

12 AAC 36.106. STRUCTURAL ENGINEER REGISTRATION BY COMITY. (a) Under
AS 08.48.191(b), the board, the executive secretary of the board, or its designee may issue a
structural engineering certificate of registration to an applicant who

(a) submits verification of current registration to practice structural engineering in a state,
territory, or possession of the United States, the District of Columbia, or a foreign country that is
based upon education, experience, and examination requirements that, in the opinion of the board,
are at least equivalent to the requirements of AS 08.48 and this chapter at the time the applicant's
registration was issued; and

(b) have passed an NCEES Principles and Practices of Engineering Examination; and

(c) have passed one of the following structural engineering exams:

- (1) the NCEES PE Structural Examination; or
- (2) the NCEES Structural II and Washington or California Structural III exams passed

prior to 2011; or

- (3) the NCEES Structural I and NCEES Structural II passed prior to 2006; or
- (4) the Western States 16-hour Structural exam passed prior to 2004; and

(d) have the following education and work experience

(1) meet the requirements of the table in 12 AAC 36.103(a)(3) for Professional Engineering registration; and

(2) an additional two years of experience working under the supervision of a Structural Engineer

(e) submit verification of work experience as follows

(1) verification by the signature and seal of the engineer who has supervised the applicant; or

(2) if the applicant has been practicing engineering as a structural engineer for five years, provide two current letters of reference verifying that experience; and

(3) work experience verification shall be provided by individuals who are

(A) a licensed structural engineer in a state, territory, or possession of the United States, the District of Columbia, or a foreign country; or

(B) a licensed civil engineer practicing structural design practicing in a jurisdiction where structural engineering is considered a part of civil engineering; or

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

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

AAC 36.990(a)(17) is amended to read:

(17) "professional engineering" includes the branches of

- (A) agricultural engineering;
- (B) chemical engineering;
- (C) civil engineering;
- (D) control systems engineering;
- (E) electrical engineering;
- (F) environmental engineering;
- (G) fire protection engineering;
- (H) industrial engineering;
- (I) mechanical engineering;
- (J) metallurgical and materials engineering;
- (K) mining and mineral processing engineering;
- (L) naval architecture and marine engineering;
- (M) nuclear engineering;
- (N) petroleum engineering;
- [(O) STRUCTURAL ENGINEERING;]

AAC 36.990(a)(42) is amended to read:

(42) "structural engineering" means the **practice** [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;

Task: Revise regulations to make them consistent with statutes and clarify definition of “responsible charge” and similar terms.

Problem we are trying to solve—and approach

Our direction from the AELS Board was to start a regulation project to make the regulations at 12 AAC 36.185(a)(7) through (i) consistent with the statutes at AS 8.48.221(a) and to work on a definition for “direct supervision” and similar terms.

Harriett Dinegar in the Department of Law provided her interpretation of AS 8.48.221(a). A registrant may seal a document when:

1. The work is done by the registrant or under his/her direct supervision,
2. The work is within the registrant's field of practice, OR
3. The work is of minor importance.

She interpreted this as 1 OR 2 OR 3. While most, if not all, of our Board members bristled at her interpretation, because it is inconsistent within the context of the overall statutes, regulations, Board actions and history, and common professional practice, we acknowledge that is how it could be interpreted, even if not intended that way. Two other interpretations are:

(1 AND 2) OR 3 or 1 AND (2 OR 3).

The second option is better, and we believe this is how it is understood by registrants. However, to correct this in statute will require legislation to insert an “AND,” after the first condition, which means this must go through the Legislature and be approved by the Governor. That is a heavy lift, and we don’t suggest running a statute fix-up bill through the Legislature just for that. But if we have other statute changes we want to enact, this can be one of them.

That gets us to where we are now with the regulations and a possible regulation project that the AELS Board has already approved. The regs are slightly out of compliance with the statutes, but as the attorney acknowledges, in case of conflict, statutes win. We are not sure how important it is for us to modify the regs now so they are fully compliant with the statutes.

And so, while we probably do need a regulation project to make other fixes, we suggest that we really do not want to make the regulations consistent with the Department of Law interpretation of this part of the statutes. Rather, as we develop enough “critical mass” for a statute project, we should fix the statutes. In the meanwhile, we recognize the inconsistency and understand we likely will have an inability to enforce the regulation on this point if it becomes an issue. We are not aware that it has been or will be an issue. But because the motion from the Board was specific about a method to fix the regulations to match the statutes, if the Board agrees with us, it should pass a corrective motion at our next meeting.

Sorting out terms

The other issue we ran into as we got into this is the variety of terms that essentially mean the same thing, or something very similar. Sometimes we use the same term to identify action by both a registrant and an aspiring registrant (which we will call a professional-in-training). For example, we use the term

“responsible charge” to identify when a registrant can seal documents. But we also use that term to define work of greater responsibility that a person who has passed the first exam for his/her profession and is building up qualifying work experience. We require 24 months of “responsible charge,” which we mean to be work of greater responsibility with more creative, original thinking and management.

Because “responsible charge” connotes a level of professional responsibility that a potential registrant is hoping for, and a registrant presumably already has, we conferred with David Cox at NCEES about this. He advised that several other states have moved to using the term “progressive experience,” or something similar to identify this qualifying time for gaining experience. So we chose that term, at least as a placeholder for now, to replace “responsible charge” as applied to professionals-in-training.

Progressive Experience

Means personally delivering or managing work that often requires application of technical principles, resourcefulness, and originality. This may include investigations, surveys, calculations, permit compliance, plans, drawings, designs, specifications, construction observation, and submittal reviews; documentation, fieldwork, and directing drafting, word processing, and other support services; interacting with other team members; public involvement; and project management. The professional-in-training may encounter project challenges, changed conditions, questions about suitability of materials, execution of field services, and resolution of other issues that require unique decisionmaking. The required minimum of 24 months of progressive professional experience is to prepare an applicant for taking “responsible charge” as a professional architect, engineer, or land surveyor.

Direct supervision and similar terms.

These terms are found throughout our statutes and regulations, especially in AS 8.48.221(a) and 12 AAC 36.185 and 12 AAC 990(18) through (22) and (30). Direct supervision, direct supervisory control, personal supervision, responsible charge, responsible control, direct control, direct professional knowledge and similar terms have related meanings that depend somewhat on context. They mean the registrant who seals a document has directly participated, reviewed, observed, inspected, or managed the work sufficiently to attest to its accuracy, suitability, integrity, and conformance with professional standards normally practiced in Alaska, especially for health, safety and welfare of the public, regardless of whether the work is personally done, or is aided by an employee, subcontractor, or independent contractor.

David Cox told us that NCARB will be taking up the definition of “responsible charge” at a meeting later in 2022. NCEES expects to follow suit shortly after that. I expect that members of our AELS Board will participate in those discussions.

These are current definitions that we believe are somewhat lacking in specificity.

Responsible charge (from NCEES model law)

Direct control and supervision of engineering or surveying work.

Responsible charge (from NCARB model law)

The control over and detailed professional knowledge of the development and execution of the project, including Technical Submissions, as is ordinarily exercised by an Architect applying the required professional standard of care.

We present these findings for consideration by the Board for our regulation project. We recognize that we are both engineers, and so especially solicit input from architects, our landscape architect, and land surveyors.

Respectfully submitted,

Loren Leman, P.E.

Jeff Garness, P.E.

Ad hoc committee members

April 20, 2022

Task: Work on and clarify definitions of terms “responsible charge,” “direct control,” and similar terms.

Responsible charge in the field (starting from AELS materials, revised by Loren Leman)

Personally delivering or directing work in the field, the successful accomplishment of which primarily rests upon this person who often must decide many questions about project challenges, changed conditions, suitability of materials, execution of field services, and resolution of other issues with limited access to and dependence upon others.

Responsible charge (starting from AELS materials, revised by Loren Leman)

Personally delivering or directing work that often requires application of technical principles, resourcefulness, and originality. This work may include investigations, surveys, calculations, permit compliance, plans, drawings, designs, construction observation, and submittal reviews; specifications; documentation and directing drafting, word processing, and other support services; interacting with other team members; public involvement; and project management.

Responsible charge (from NCEES model law)

Direct control and supervision of engineering or surveying work.

Responsible charge (from NCARB model law)

The control over and detailed professional knowledge of the development and execution of the project, including Technical Submissions, as is ordinarily exercised by an Architect applying the required professional standard of care.

Sub-professional work (from AELS)

Time spent as a rod man, chainman, recorder, draftsman, clerk of works, instrument man, inspector, or similar work where personal responsibility and technical knowledge are slight.

Professional work (from AELS)

Time the applicant has been occupied in architecture, engineering or land surveying work of higher grade and responsibility than sub-professional work.

Response to questions from William Cobb, P.E. in his October 24, 2022 email:

I want to understand when an engineer's responsible charge is **supposed** to begin. From my reading and understanding of sections 08.48.241 and .341, responsible charge begins when the design work commences.

Responsible charge begins when a registrant assumes responsible charge (in this case, of an engineering project). See the section highlighted in yellow on Page 2 of the white paper Jeff Garness and I produced on April 20, 2022 for our recommendation for clarification of what responsibilities and efforts a registrant should exert for "taking responsible charge."

However, if a client were to approach an Alaska PE with a design that is partially complete (say 60%), with the ultimate goal of having the completed work reviewed and stamped by an Alaskan PE, can the PE assume responsible charge of the work done to date and continue until project completion?

Yes, but if work has been done by others not under the registrant's responsible charge (or direct control, etc), the registrant should review assumptions, calculations, and work products by others sufficiently (to at least the same level normally practiced by a professional registrant in the State of Alaska) to take responsibility for incorporating that work. If that can't be done, another registrant who had responsibility for the previous work should seal those documents as appropriate. Alternatively, the new registrant may accept a portion of the previous work or essentially "start from scratch" and produce new work products.

What special requirements exist for existing **design** work that was not done under the PE's responsible charge?

See my response to the second question, as well as the highlighted section in our April 20, 2022 white paper for my opinion of what needs to be done to assume responsible charge for work done by others. State requirements for providing engineering services and producing documents in Alaska are found in AS 08.48 and 12 AAC 36. I am not aware of any other "special requirements" by the AELS Board. The registrant in responsible charge should, of course, be aware of other requirements that may be imposed by Code, local governments or authorities having jurisdiction, contract, or just good engineering practice.

Please let me know if I have misunderstood anything in the questions asked or been incomplete in my responses.

Loren Leman, P.E.
AELS Board Member
October 25, 2022
(907) 243-2000

Loren Leman and Jeff Garness – 1/24/2023

Definition of Responsible Charge or Responsible Control

Direct supervision, direct supervisory control, personal supervision, responsible charge, responsible control, direct control, direct professional knowledge and similar terms have related meanings that depend somewhat on context. They mean the registrant who seals a document has directly participated, reviewed, observed, inspected, or managed the work sufficiently to attest to its accuracy, suitability, integrity, and conformance with professional standards normally practiced in Alaska, especially for health, safety, and welfare of the public, regardless of whether the work is personally done, or is aided by an employee, subcontractor, or independent contractor.

ARTICLE 5.
CONTINUING EDUCATION FOR PROFESSIONAL ARCHITECTS,
ENGINEERS, LAND SURVEYORS, AND LANDSCAPE ARCHITECTS.

Section

500. Purpose of continuing education

510. Continuing education requirements

520. Computation of continuing education credit

530. Exemptions

540. Record keeping and review of records

550. Definitions

12 AAC 36.500. PURPOSE OF CONTINUING EDUCATION. The purpose of the continuing education program is to maintain a continuing level of competency and standards for professional architects, engineers, land surveyors, and landscape architects, in order to promote the public health, safety, and welfare within this state.

Authority: AS 08.48.071 AS 08.48.101

- 12 AAC 36.510. CONTINUING EDUCATION REQUIREMENTS.** (a) Unless exempted under 12 AAC 36.530, a **licensee** must meet the continuing education requirements of 12 AAC 36.510 – 12 AAC 36.550 as a condition of the renewal, reinstatement, or reactivation of **their registration**
- (b) Unless exempted under 12 AAC 36.530, a **licensee** seeking renewal, reinstatement, or reactivation of **their registration** shall submit, on a form provided by the department, a certification that the **licensee** has met the continuing education requirements of 12 AAC 36.510 – 12 AAC 36.550.
- (c) To renew a professional architect, engineer, land surveyor, or landscape architect registration, a **licensee** must obtain 24 professional development hours during the 24 months immediately preceding that registration period.
- (d) To reinstate a lapsed professional architect, engineer, land surveyor, or landscape architect registration, a **licensee** seeking reinstatement must obtain 24 professional development hours during the 24 months immediately preceding the application for reinstatement of **their registration**.
- (e) A professional architect, engineer, land surveyor, or landscape architect holding multiple registrations in the state is required to earn the total number of professional development hours of continuing education as those required for a single registration holder.
- (f) Continuing education courses or activities are not pre-approved by the board, but **must increase or update knowledge of technical and professional subjects related to the scope of practice of the licensee.**
- (g) A **licensee** who also holds a registration as a professional architect, engineer, land surveyor, or landscape architect in another licensing jurisdiction may meet the requirements of 12 AAC 36.510 – 12 AAC 36.550 by establishing that the **licensee** has met the mandatory continuing education requirements for renewal of the professional architect, engineer, land surveyor, or landscape architect registration in the other licensing jurisdiction, if the mandatory continuing education requirements of the other jurisdiction are substantially similar to or exceed those of 12 AAC 36.510 – 12 AAC 36.550 at the time that continuing education credit is claimed.
- (h) To reactivate a retired professional architect, engineer, land surveyor, or landscape architect registration, a professional architect, engineer, land surveyor, or landscape architect seeking reactivation must obtain 24 professional development hours during the 24 months immediately preceding the application for reactivation of the professional architect, engineer, land surveyor, or landscape architect registration.

Authority: AS 08.48.071 AS 08.48.101 AS 08.48.341

- 12 AAC 36.520. COMPUTATION OF CONTINUING EDUCATION CREDIT.** (a) The board has final authority with respect to the acceptance of courses, activities, credits, professional development hour values, and other methods of earning continuing education credits. Continuing education credit is computed as follows:
- (1) credit for college approved courses is based upon course credit established by the college **and contingent upon receipt of a passing grade;**
- (A) **one unit of college semester credit equals 45 professional development hours;**

- (B) **one unit of college quarter credit equals 30 professional development hours;**
- (2) credit for qualifying courses or activities is based on one professional development hour for each hour of attendance;
- (3) **for teaching in 1 and 2 above, apply a multiple of 2. Full time faculty may not claim teaching credit associated with their regular duties;**
- (4) credit for published papers, articles, or books is
- (A) based on one professional development hour for each hour of professional preparation of the paper, article, or book;
 - (B) [determined by the professional architect, engineer, land surveyor or landscape architect; and]
 - (C) [subject to review and approval by the board under the standards set out in 12 AAC 36.510 – 12 AAC 36.550;]
 - (D) **Based on one professional development hour for each hour of technical or peer review of the paper, article or book;**
- (5) **up to 8 hours annually may be credited for participation in a professional or technical society or professional licensure organization. Credit may be claimed for a year of service as an officer or in active participation in a committee of the society, based on one professional development hour for every two hours of service or participation in each organization;**
- (6) **10 PDH for each patent awarded**
- (7) **Up to 8 professional development hours annually may be credited by successfully completing a course or activity that has content areas focusing on ethics or business-related activity, improving a licensee's business practice or operations, or advancing professionally related skills and practices as applicable to the practice of the licensee. An ethics or business-related course or activity earns one professional development hour for each hour of attendance. .**
- (8) **Credit for outreach activities earns one professional development hour for each hour of activity the licensee completes.**
- (9) **Up to 4 hours annually may be credited for structured self study**
- (10) **No more than 12 CEU hours may be claimed on a single calendar day.**
- (11) **Fractions of hours are rounded down to the nearest half hour.**

Authority: AS 08.48.071 AS 08.48.101

12 AAC 36.530. EXEMPTIONS. (a) A professional architect, engineer, land surveyor, or landscape architect is exempt from the continuing education requirements of 12 AAC 36.510 – 12 AAC 36.550 for the first biennial registration renewal period following initial issuance of the professional architect, engineer, land surveyor, or landscape architect registration.

(b) A **licensee** is exempt from the continuing education requirements of 12 AAC 36.510 – 12 AAC 36.550 for renewal of the professional architect, engineer, land surveyor, or landscape architect registration for the biennial registration period immediately following a period of service by the **licensee** on active duty in the armed forces of the United States exceeding 120 consecutive days within a 12-month period.

(c) A **licensee** who is in retired status under 12 AAC 36.115 is exempt from the continuing education requirements of 12 AAC 36.510 – 12 AAC 36.550 during the time the **licensee** is retired. A retired **licensee** who wishes to return to active practice as a professional architect, engineer, land surveyor, or landscape architect must meet the requirements of 12 AAC 36.115, including continuing education requirements applicable under 12 AAC 36.510(j).

(d) A **licensee** may request an exemption from the continuing education requirements of 12 AAC 36.510 – 12 AAC 36.550 by submitting a written request to the board that describes the reasons for the request and includes supporting documentation. If the board finds good cause, the board will grant an exemption under this subsection to a **licensee** who is experiencing a physical disability, serious illness, family emergency, or other extenuating circumstance.

Authority: AS 08.48.071 AS 08.48.101

12 AAC 36.540. RECORD KEEPING AND REVIEW OF RECORDS. (a) A professional architect,

engineer, land surveyor, or landscape architect shall maintain records that may be used to verify professional development hours claimed under 12 AAC 36.510 – 12 AAC 36.550. These required records include

- (1) a log showing the course or activity claimed, the sponsoring organization, the duration of the course or activity, **the activity title, and description of content**
 - (2) **A board-approved CE Structured Report for publishing, teaching, presenting, active participation in professional and technical societies, in-house programs, patents, outreach activities, and structured self-study.**
- (b) Records required under (a) of this section must include sufficient detail to permit verification during an audit, and must be maintained for at least four years from the date that the course or activity was completed. (c) The board may request at any time that a **licensee** provide proof of compliance with the continuing education requirements of 12 AAC 36.510 – 12 AAC 36.550. A **licensee** must provide a copy of the records required under (a) of this section to the board no later than 30 days after receipt of a request for the records. (d) Audits of compliance of **licensee** continuing education requirements will be conducted in accordance with 12 AAC 02.960.

Authority: AS 08.48.071 AS 08.48.101

12 AAC 36.550. DEFINITIONS. In 12 AAC 36.500 – 12 AAC 36.550, unless the context requires otherwise,

- (1) “college” includes a community college and a university;
- (2) “continuing education unit” means **a unit of credit customarily used for continuing education courses. One continuing education unit equals 10 contact hours in an approved continuing education course**
- (3) “**qualifying** course or activity” means a **course or activity with a clear purpose and objective which will maintain, improve, or expand the skills and knowledge relevant to the licensee’s field of practice. Regular duties are not considered qualified activities.**
- (4) “professional development hour” means not less than 50 minutes of instruction or presentation in a continuing education course or activity that meets the requirements of 12 AAC 36.510.
- (5) “**ethics/business-related course or activity**” a **qualifying course or activity with content areas related to (1) 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-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.;**
- (6) “**outreach activity**” includes **active participation in educational outreach activities pertaining to professional licensure or the architecture, engineering, land surveying or landscape architecture professions that involve K-12 or higher education students.**
- (7) “**licensee**” a **professional architect, engineer, land surveyor, or landscape architect under this chapter.**

Authority: AS 08.48.101 AS 08.48.341

**Chapter 36. State Board of Registration for Architects,
Engineers, and Land Surveyors.**

(Words in **boldface and underlined** indicate language being added; words [CAPITALIZED AND BRACKETED] indicate language being deleted. Complete new sections are not in boldface or underlined.)

12 AAC 36.063(c) is amended to read:

(c) The minimum work experience required for registration must include

(1) two years of responsible charge experience or **the equivalent experience gained through a** [SUCCESSFUL COMPLETION OF A FOUR-YEAR RESPONSIBLE CHARGE] mentoring system, as defined in 12 AAC 36.990 and this section. To receive full credit for responsible charge experience, an applicant must gain responsible charge experience while under the responsible control of a professional engineer registered in the United States in the branch of engineering for which the applicant has applied. The board will determine the amount of credit given for responsible charge experience gained under the responsible control of a professional engineer registered in the United States in another branch of engineering based on the comparability with the branch of engineering to which the applicant has applied;

(2) [RESPONSIBLE CHARGE] experience **gained under (j) of this section** [OR SUCCESSFUL COMPLETION OF FOUR YEARS OF RESPONSIBLE CHARGE OBTAINED WITHIN A MENTORING SYSTEM] will be considered for credit only if it is gained after the applicant has completed education or work experience or both that are equivalent to the requirements to be eligible for the fundamentals of engineering examination.

12 AAC 36.063(j) is amended to read:

(j) To meet the mentoring requirements of this section, an applicant must complete [FOUR YEARS OF] quarterly face-to-face meetings with a professional engineer registered in the United States and registered in the same discipline that the applicant is applying for. **One quarter of responsible charge experience will be credited for every two quarters of a documented mentoring program.**

• • •

(Eff. 9/30/78, Register 67; am 6/29/84, Register 90; am 8/13/87, Register 103; am 6/3/89, Register 110; am 3/16/96, Register 137; am 7/26/97, Register 143; am 8/26/98, Register 147; am 11/20/99, Register 152; am 3/8/2001, Register 157; am 6/13/2003, Register 166; am 7/22/2004, Register 171; am 9/11/2004, Register 171; am 10/29/2009, Register 192; am 9/9/2016, Register 219; am 5/25/2017, Register 222; am ____/____/_____, Register _____)

Authority: AS 08.48.101 AS 08.48.171 AS 08.48.181

12 AAC 36.067 is repealed and readopted to read:

12 AAC 36.067. Date of experience. An applicant for registration as an engineer by examination who meets the requirements of 12 AAC 36.063(c)(1), or an applicant for registration as a land surveyor by examination who meets the requirements of 12 AAC 36.065(b) may project up to three months of experience as defined in 12 AAC 36.990(18) and 12 AAC 36.990(22) from the time of application to the date of the examination. (Eff. 9/30/78, Register 67; am 11/13/99, Register 152; am ____/____/_____, Register _____)

Authority: AS 08.48.101 AS 08.48.171

12 AAC 36.100(d) is amended to read:

(d) [UNLESS AND APPLICANT IS REGISTERED BY COMITY UNDER AS 08.48.191(c),] An applicant for registration as a land surveyor must pass the professional land surveyor examination, that includes

• • •

(Eff. 5/23/74, Register 50; am 6/3/89, Register 110; am 10/20/90, Register 116; am 3/16/96, Register 137; am 11/13/99, Register 152; am 8/19/2006, Register 179; am 7/12/2008, Register 187; am 7/19/2009, Register 191; am ____/____/_____, Register _____)

Authority: AS 08.48.101 AS 08.48.181 AS 08.48.191
AS 08.48.171

12 AAC 36.107(a)(3) is amended to read.

(3) has passed the [STATE LAND SURVEYOR] examination identified in 12 AAC 36.100(d)[3]

• • •

(Eff. 6/3/89, Register 110; am 10/20/90, Register 116; am 3/16/96, Register 137; am ____/____/_____, Register _____)

Authority: AS 08.48.101 AS 08.48.181 AS 08.48.191
AS 08.48.171

12 AAC 36.920 is amended to read:

12 AAC 36.920. Board bylaws. The board will conduct its meetings and activities under the bylaws established by the board in the pamphlet entitled “*Bylaws*,” **as currently enacted** **and** [DATED MAY 2014] adopted by reference.

• • •

(Eff. 9/30/78, Register 67; am 11/13/99, Register 152; am __/__/____, Register _____)

Authority: AS 08.48.101

12 AAC 36.990(a) is amended by adding a new paragraph to read:

(47) "mentoring program" in which a corresponding licensee reviews a mentee's work on a regular basis to ensure that the work meets the standard of care of that discipline and confirms that the mentee is developing experience and responsible charge experience.

(Eff. 5/23/74, Register 50; am 9/30/78, Register 67; am 6/29/84, Register 90; am 8/29/87, Register 103; am 10/20/90, Register 116; am 3/16/96, Register 137; am 7/26/97, Register 143; am 8/26/98, Register 147; am 11/13/99, Register 152; am 3/9/2001, Register 157; am 1/26/2012, Register 201; am 3/11/2012, Register 201; am 10/4/2015, Register 216; am 9/9/2016, Register 219; am 5/25/2017, Register 222; am ____/____/_____, Register _____)

Authority: AS 08.48.101 AS 08.48.181 AS 08.48.331
AS 08.48.171 AS 08.48.191

THE ALASKA BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS, AND LAND SURVEYORS
EXAMINER'S REPORT FOR FEBRUARY 8-9TH, 2023

[79] Applications received for the [FEBRUARY 8-9TH, 2023] Board Review: ([55] comity applications and [24] exam applications)

LICENSE TYPE	COMITY	EXAM	TOTAL
AGRICULTURE ENGINEER			
ARCHITECT	11	2	13
CHEMICAL ENGINEER			
CIVIL ENGINEER	24	13	37
CONTROL SYSTEMS ENGINEER	1	0	1
ELECTRICAL ENGINEER	6	0	6
ENVIRONMENTAL ENGINEER	0	1	1
FIRE PROTECTION ENGINEER	1	0	1
INDUSTRIAL ENGINEER			
LAND SURVEYOR	0	5	5
LANDSCAPE ARCHITECT	2	0	2
MECHANICAL ENGINEER	4	1	5
METALLURGICAL AND MATERIALS			
MINING AND MINERAL PROCESSING			
NAVAL ARCHITECT AND MARINE	1	0	1
PETROLEUM ENGINEER			
STRUCTURAL ENGINEER	5	1	6

Submissions of NCEES/NCARB/CLARB Transmittals by Comity Applicants

NCEES	NCARB	CLARB
32	11	2

Exam Results: Quarterly results for OCTOBER-DECEMBER 2022

EXAM	PASS	FAIL	NO SHOW	EXAM	PASS	FAIL	NO SHOW	EXAM	PASS	FAIL	NO SHOW
FE	11	13	0	PE	12	5	0	AKLS	0	0	0
FS	1	0	0	PS	1	0	0	SE	0	1	0

THE ALASKA BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS, AND LAND SURVEYORS
EXAMINER'S REPORT FOR FEBRUARY 8-9TH, 2023

FY21 thru FY23 PROFESSIONAL LICENSE STATISTICS- (this information uses dates beginning 07/01-06/30 for each fiscal year)

INDIVIDUAL LICENSES:

LICENSE TYPE	FY23 Total License Count	FY22 Total License Count	FY21 Total License Count
AGRICULTURE ENGINEER	0	0	0
ARCHITECT	11	25	29
CHEMICAL ENGINEER	2	4	4
CIVIL ENGINEER	59	107	137
CONTROL SYSTEMS ENGINEER	1	1	1
ELECTRICAL ENGINEER	21	22	37
ENVIRONMENTAL ENGINEER	4	3	2
FIRE PROTECTION ENGINEER	1	6	5
INDUSTRIAL ENGINEER	0	0	0
LAND SURVEYOR	1	10	10
LANDSCAPE ARCHITECT	1	4	2
MECHANICAL ENGINEER	22	27	46
METALLURGICAL AND MATERIALS ENGINEER	0	0	0
MINING AND MINERAL PROCESSING ENGINEER	1	0	1
NAVAL ARCHITECT AND MARINE ENGINEER	1	3	0
PETROLEUM ENGINEER	2	2	3
STRUCTURAL ENGINEER	11	15	10

FIRM LICENSES:

LICENSE TYPE	FY23 Total License Count	FY22 Total License Count	FY21 Total License Count
Authorized Corporation	10	19	14
Authorized Limited Liability Corporation	13	25	16
Authorized Limited Liability Partnership	1	0	1

From: [Board of AELS \(CED sponsored\)](#)
To: [Neal, Sara J \(CED\)](#)
Subject: FW: Architecture licensure in Alaska
Date: Tuesday, January 3, 2023 4:23:41 PM
Attachments: [NAAB LETTER \(1\).pdf](#)
[eesa evaluation \(1\).pdf](#)
[NAAB letter2.pdf](#)

Here is Sonja's letter

From: Sonja Peshkoff <sonja.peshkoff@gmail.com>
Sent: Tuesday, January 3, 2023 3:18 PM
To: Board of AELS (CED sponsored) <aelsboard@alaska.gov>; License, Business (CED sponsored) <businesslicense@alaska.gov>
Subject: Architecture licensure in Alaska

CAUTION: This email originated from outside the State of Alaska mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear AELS,

I am writing regarding issues I am having obtaining an architectural license in Anchorage with NCARB. This is based on the evaluation from EESA which looks at foreign university credentials for NCARB under NAAB, the board for architects which I am trying to register with. I attached both the evaluation from EESA which states I am deficient in credits such as Liberal Arts, which would take over a year in a community college for credits which a requisite to start studying architecture. With both a Bachelors and a Masters in Architecture from the UK, and previous architectural registration in Finland and Germany (untransferable), I'm startled by the obstacles I have to overcome with two completed professional degrees.

Having heard similar case studies from people locally who tried to get licensed in architecture with university degrees from Europe, it seems that cases with extenuating circumstances should be reconsidered individually.

I have attached the evaluation from EESA, the letter I submitted for appeal to NAAB, and the response from NAAB on November 22 2022.

Please let me know if this is something that can be discussed and how it may be carried forward.

Kind regards,

Sonja Peshkoff
9079176842

From: [Neal, Sara J \(CED\)](#)
To: [commerce_aels](#)
Subject: [commerce_aels] Message to Mechanical Engineers
Date: Wednesday, January 11, 2023 4:09:01 AM

NCEES is currently seeking licensed mechanical engineers to participate in a professional activities and knowledge study, or PAKS, for the PE Mechanical exams. The results of this online survey will be used to update the content of the PE exam, which is used throughout the United States.

PE Mechanical exams include Heating Ventilation Air Conditioning and Refrigeration (HVAC), Machine Design and Materials (MDM), and Thermal and Fluid Systems (TFS). NCEES is also considering the addition of a Plumbing Engineering exam to the Mechanical suite of exams. If you are a licensed professional engineer, we would appreciate your input by completing an online survey.

NCEES requires a cross section of licensed professional engineers practicing mechanical engineering—including those working in industry, consulting, the public sector, and academia—to complete the online survey in order to update exam content and specifications. The survey will help determine the knowledge and skills required of a licensed mechanical engineer with four to six years of experience to practice in a manner that safeguards the health, safety, and welfare of the public. The survey can be completed in 20–40 minutes.

For access to the online survey, visit ncees.org/PEMechanicalPAKS.

The survey will be open until March 15, 2023. Please help us spread the word about this important study by sharing this email with any colleagues who are licensed mechanical engineers.

For more information, contact NCEES Exam Development Engineer Don Colman, P.E., at dcolman@ncees.org.

Sara Neal

Executive Administrator
Board of Registration for Architects, Engineers and Land Surveyors
aelsboard@alaska.gov
(907)465-2540

List Name: commerce_aels@list.state.ak.us

You subscribed as: sara.neal@alaska.gov

Unsubscribe at:

https://list.state.ak.us/mailman/options/commerce_aels/sara.neal%40alaska.gov

AELS BOARD UPDATE

Prepared December 12, 2022

The Alaska AELS Licensing Board met for its regular quarterly meeting on November 9-10, 2022 in Anchorage. The Board reviewed and approved (either full approval or conditional approval) a total of 62 applications, including 1 that was for architectural licensing by comity.

The Board continued working on several regulation projects, with four “clean-up” items now ready to begin the public review process. A motion was passed to begin a new regulation project to add the NCEES branch of engineering called “Architectural Engineering” to the other 15 branches already being regulated in Alaska. I expressed concerns that this branch had been considered in 2012 when the 15 branches were adopted. At that time, architects objected to the addition of this branch because of the overlapping scope and confusion to the public of the differences between architectural and architectural engineering practices. NCEES’ architectural engineering exam covers building integration, project management, and electrical, mechanical, and structural systems. There are approximately 25 university accredited architectural engineering programs in US. Currently, the state of Alaska recognizes the architectural engineering to satisfy education requirements for mechanical, electrical, structural, and fire protection engineering branches, which means a candidate can be educated with an A/E degree, but must take the exam in the branch of engineering they wish to become licensed in. The regulation project to add the Architectural Engineer license type to Alaska’s engineering disciplines was referred to the Board’s Legislative Liaison Committee. Architects can learn more and/or testify about this issue during the next AELS Board meeting, Feb 8-9, 2023.

The Board’s Outreach Committee organized a “meet and greet” with UAA engineering students on November 9th. This committee is also bringing back the AELS newsletter, so stay tuned for an electronic publication soon.

The Board has requested that the next meeting, Feb 8-9, 2023 be in-person in Juneau. State travel has been tightened up again, so it is not yet clear if the in-person meeting will be approved.

Please reach out with questions and/or comments, and thanks for your interest in AELS Board issues and activities.

Catherine Fritz, AIA
Randall Rozier, AIA

Outreach Activity Report

Board: AELS

Date & Time of Event: November 9, 2022

Person Reporting: Jake Maxwell

of Attendees: Employees: 1 / Board Members: 7

Type of Outreach:

Outreach to UAA School of Engineering

Attendees:

AELS Board & UAA School of Engineering Students

Description of Event:

The AELS Outreach Committee hosted a question-and-answer session for UAA School of Engineering and Geomatics Students, November 9th after the regularly scheduled Board Meeting. It was an opportunity for Board Members and Students to discuss what it means to be a Licensed Professional in Alaska, and pathways for students to become licensed. Fellow Board Members contributed towards providing pizza and sodas for the event.

Outreach (contact) report

Jesse Bjorkman, State Senator, Nikiski

Several times after the election on November 8, 2022 I communicated with Jesse Bjorkman, then a Senator-elect, about the possibility of the Senate Labor & Commerce Committee sponsoring our proposed legislation. He had been tapped to chair this committee when the Senate announced its organization, and because this committee would likely be the first committee of referral, it seemed like a good fit.

I sent Senator-elect Bjorkman our draft bill plus a description of the changes we propose. He responded favorably to my suggestion and asked for time to discuss this with the committee. As of this writing the bill has not yet been introduced, in my last communication with him, he said that he and his staff are considering it and it sounded likely that it would be soon.

I offered to testify, either in person or by video-conference.

Respectfully submitted,

Loren Leman
Member, AELS Board
January 25, 2023

NCARB UPDATE

OCTOBER 2022 ISSUE

IN THIS ISSUE:

STRENGTHENING RELATIONSHIPS

NCARB leaders and staff partnered with related organizations throughout the month—making it possible for us to build new joint initiatives, re-connect and re-invigorate current partnerships, and receive constructive feedback to shape our programs and resources.

[READ MORE](#) ➤

MEMBER BOARD CHAIRS & EXECUTIVES LEADERSHIP SUMMIT

In October, Member Board Chairs and Executives gathered for a biennial leadership summit, sharing best practices and setting the stage for NCARB's efforts in years to come.

[READ MORE](#) ➤

BASELINE ON BELONGING: FIRM CULTURE & CAREER DEVELOPMENT

NCARB and NOMA jointly released the *Firm Culture & Career Development* report from the *Baseline on Belonging* study, highlighting impediments related to working in a firm faced by underrepresented groups. [READ MORE](#) ➤



Member Board Chairs and Executives gathered in Salt Lake City, Utah, for NCARB's biennial leadership summit.

MESSAGE FROM THE CEO

Dear Colleagues:

Often when I see volunteers interact with our key stakeholders, an early question is some variation of “How’s it going with X organization?” As you can see from the October calendar, we spent a significant amount of time reconnecting and pursuing alliances with various leaders representing groups that can impact and amplify our works—as we can with each of them. These efforts continue to bear fruit for the ongoing pursuit of our mission. The cycles of electing volunteer leaders necessitate a constant tending to relationship building. That foundation has made it possible to build new joint initiatives, seek clarity, and receive constructive feedback.

- With the American Institute of Architects (AIA), we celebrate strong grassroots connections, ongoing participation in discussions around international relationships, and the monitoring of continuing education standards while collaborating on key legislative concerns. We also look forward to exploring how we can further dialogue the transition from education to practice.
- With the National Organization of Minority Architects (NOMA), our joint Baseline on Belonging study continues to resonate in many areas of the architecture community, establishing our alliance as authentic and necessary as we look at impediments to licensure through a diversity, equity, and inclusion (DEI) lens.
- With the Association of Collegiate Schools of Architecture (ACSA), our collaboration on developing professional practice digital curricula is helping establish best practices for instruction.
- With the Community College Consortium of Architecture Programs (CCCAP), we are at the dawn of an exciting new conversation regarding the value and role of community colleges as entry portals for a diversified community of future professionals.
- With the American Institute of Architecture Students (AIAS), we are increasing the number of student licensing advisors, providing financial support to the vital Freedom by Design initiative regarding access to public and private spaces for all, and utilizing their voices to provide important perspectives on our programs.
- With the National Architectural Accrediting Board (NAAB), we continue to encourage an accreditation process that adds value to our mission, demonstrates a return on NCARB’s annual investment, and enriches the experience of our volunteers as they engage with faculty, students, and the NAAB infrastructure.
- With our regulatory colleagues in the design arena—the Council for Interior Design Qualification (CIDQ), the Council of Landscape Architectural Registration Boards (CLARB), and the National Council of Examiners for Engineers and Surveyors (NCEES)—we are furthering our joint public protection mission through an exciting new Overlapping Practice Task Force. Through this task force, we are sharing best practices, planning a continued emphasis on onboarding new jurisdictional board members and executives, and sustaining our regular leadership engagements at the volunteer and staff levels.
- With other organizations ranging from various demographic-specific architecture organizations representing minority architects and students (Arquitectos, NOMAS), and smaller membership groups like the Association of Licensed Architects (ALA) and the Society of American Registered Architects (SARA), to groups like the International Code Council, we continue to promote improved communication, joint training and outreach, and a variety of methods to update and engage all of our audiences on how NCARB is going further. Many of these groups will be represented at a special Licensure Advisory Forum, designed to open up greater organizational interaction with NCARB, hosted by President Bayliss Ward in December.

We invite your ideas on opportunities to introduce or reintroduce today’s NCARB. Our continuously improving programs are generating new licensees, new NCARB Certificate holders, and new allies. It is an exciting era for our work as we remove impediments and evolve through the energy of our volunteers and the power of our data.

Thanks for being with us on this journey!

Best wishes,

Mike

Michael Armstrong
Chief Executive Officer



CEO Armstrong talked about leadership best practices during the Member Board Chairs & Executives Leadership Summit.

CEO ENGAGEMENTS

- NCARB/AIA Leadership Summit | October 10-11 | Washington, DC
- Alliance Presidents’ Summit | October 11-12 | Washington, DC
- NCARB Chairs/Executives Conference | October 14-15 | Salt Lake City, UT
- NOMA Conference | October 26-30 | Nashville, TN

OCTOBER OUTREACH

SCHOOL PRESENTATIONS

- The School of Architecture (Mayer, AZ) | October 11
- Arizona State University (Tempe, AZ) | October 12
- Washington State University (Virtual) | October 17
- Thomas Jefferson University (Philadelphia, PA) | October 21
- Washington-Alexandria Architecture Center (Alexandria, VA) | October 26
- Oregon State Board of Architect Examiners Update at Portland State University (Portland, OR) | October 28

ORGANIZATIONS

- South Florida NOMA | October 11
- AIA Middle Tennessee | October 26
- AIA El Paso | October 26

CONFERENCES

- Boston Architecture + Design College Day (Boston, MA) | October 1
- Region 4 Educator/Practitioner Conference (Detroit, MI) | October 21 – 22
- NE Regional Licensing Advisor Retreat (West Hartford, CT) | October 21
- Philadelphia Architecture + Design College Day (Philadelphia, PA) | October 21
- NOMA Unplugged 2022 (Nashville, TN) | October 26 – 30
- 83rd Annual TxA Convention and Design Expo (El Paso, TX) | October 27 – 28

NOVEMBER OUTREACH

SCHOOL PRESENTATIONS

- New York Institute of Technology (Virtual) | November 3
- University of Miami (Virtual) | November 9
- Southern Illinois University, Carbondale (Carbondale, IL) | November 9
- Florida A&M University (Tallahassee, FL) | November 14
- University of Missouri, Columbia (Virtual) | November 15
- University of Kansas (Lawrence, KS) | November 15
- Kansas State University (Manhattan, KS) | November 15
- California Polytechnic State University, San Luis Obispo (San Luis Obispo, CA) | November 28

ORGANIZATIONS

- AIA Memphis (Virtual) | November 8
- AIA Prairie Illinois (Carbondale, IL) | November 10
- AIA Kansas City (Kansas City, MO) | November 14
- AIA Kansas (Wichita, KS) | November 16

CONFERENCES

- Architecture Exchange East (Richmond, VA) | November 2 – 4

ORGANIZATIONAL DEVELOPMENT AND OFFICE LIFE

- NCARB hosted its all-staff fall retreat on October 20. During the retreat, CEO Mike Armstrong provided an update on the NCARB community, including recent Board meetings and employee milestones. Each department celebrated successes on transformative projects that align with NCARB's strategic plan deliverables. During the afternoon, each department made time to connect and engage during team outings.
- "Manager Essentials" leadership training continues. Staff members at the manager level or above have completed 520 total learning hours since the program launched in early June.
- NCARB held its annual mandatory cyber security training for staff members.
- Organizational Health continued a financial wellness series for NCARB staff members with a lunch and learn on understanding life insurance.
- In honor of National Hispanic Heritage Month 2022 (September 15 – October 15), the Inclusion, Diversity, Equity, and Agility (IDEA) staff workgroup hosted a 60-minute interactive experience that traced Hispanic and Latinx history. Focusing on Latinx music and culture, the presentation virtually explored important monuments and sites in St. Augustine, Florida, and Austin, Texas.



Chief Innovation & Information Officer Guillermo Ortiz de Zárate presented to staff during the October all-staff retreat.

SENIOR OFFICER, BOARD OF DIRECTORS, AND EXECUTIVE OFFICE ENGAGEMENT

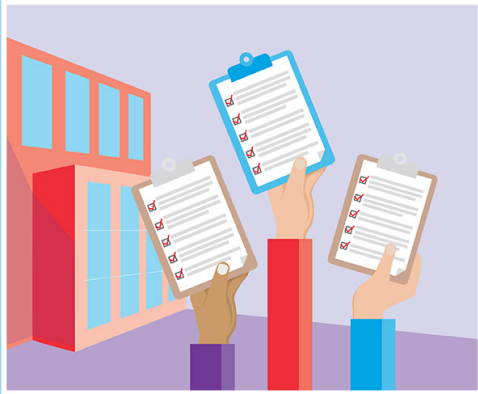
- October presented several opportunities for leadership engagements with external partners:
 - President Ward; First Vice President/President-elect Jon Alan Baker, FAIA, NCARB, LEED AP; Second Vice President Kenneth R. Van Tine, NCARB, AIA; and CEO Armstrong met with leaders from AIA.
 - President Ward, First Vice President Baker, Second Vice President Van Tine, and CEO Armstrong attended the Architecture Alliance meeting, where leaders from each organization shared updates on organizational initiatives, discussed areas of mutual interest, and heard a preview of findings from the Baseline on Belonging: Firm Culture & Career Development report, a joint effort between NOMA and NCARB.
 - President Ward hosted NCARB's biennial Member Board Chairs & Member Board Executives Leadership Summit in Salt Lake City, Utah, where leaders heard about current Council initiatives, including proposed governance concepts, advocacy efforts, the Integrated Path to Architectural Licensure (IPAL), a session on the gap between education and practice, and early takeaways from the recent Analysis of Practice. Members of the Board of Directors hosted breakout sessions throughout the conference.
 - President Ward and CEO Armstrong attended the NOMA annual conference in Nashville, Tennessee.



President Ward provided an update on FY23 goals and initiatives during the Member Board Chairs & Executives Leadership Summit.

NCARB IN ACTION

KEEP UP WITH WHAT'S NEW



NCARB IN THE NEWS

- [Archinect: Almost one-third of architecture employees have faced or witnessed discrimination, says NCARB/NOMA survey](#)

NCARB PRESS

- [NCARB and NOMA Release New Report on Diversity, Equity, and Inclusion in Architecture Firm Culture](#)



TOP BLOG POSTS

- [2022 Interschool Student Design Competition Returns to the National Building Museum](#)
- [Explore How Race, Gender, and Firm Size Impact Early Career Development](#)
- [Resources to Help K-12 Students Explore a Career in Architecture](#)
- [How NCARB's Top CE Courses Can Help You Level Up Your Career & Meet Your Annual HSW CE Requirement](#)

NCARB SOCIAL

THIS MONTH'S FEED



@NAABNews

Today, NAAB President-elect Dave Hoffman led a panel, "Dilemma of Decreasing Licensed Faculty" at the @NCARB Region 4 Member Board member/Educators Symposium hosted by @LawrenceTechU. Thank you for inviting NAAB to discuss the role of licensed faculty in accreditation!



@TheARPL

It's important to support young and aspiring professionals. @NCARB gives advice to future #architects in a recent blog: <https://t.co/BsgZAhdZiL>



@nsbaidrd

Meet Nevada's newest #architects Jose Amaya-Rosales, Benjamin Garberson, Selena Sining Huang, and Claudia Rubio Franco. Welcome to the profession! @NCARB



@archinect

Almost one-third of architecture employees have faced or witnessed discrimination, says NCARB/ NOMA survey <https://t.co/58fadqdZew>

Congratulations!
YOU'RE CERTIFIED



Danielle DeVito, NCARB

opened the door to exclusive benefits that will expand professional reach.

@pencilprojectsarchitecture

Office days are productive days
#womeninarchitecture #ncarb
#ncarbcertified #architect

**JOIN THE CONVERSATION ON
SOCIAL MEDIA!**



DEPARTMENT UPDATES

Learn about the projects, collaborations, initiatives, and events that NCARB's various teams have accomplished or focused on this month.

ADMINISTRATION

- The Human Resources (HR) team filled one vacancy and is working to fill four additional positions. The team is working to implement a new software upgrade that includes enhanced performance management and compensation analysis functions.
- HR is preparing for the 2023 Benefits Open Enrollment process, which will launch in November.
- The FY22 Financial Audit work is complete. Drafts will be distributed to the Audit Committee in November and approved by the Board of Directors in December. The FY22 cost study is underway.
- The Meeting Planning team executed all logistical registration, hotel, and meeting logistics for the Member Board Chairs & Executives Leadership Summit held in October in Salt Lake City.
- Logistical meeting planning support is ongoing for the upcoming Committee Summit in December, the January Board of Directors meeting, and Regional Summit in March 2023.

COUNCIL RELATIONS

- Coordinated the Member Board Chairs & Executives Leadership Summit in Salt Lake City.
- The Credentials Committee held its second meeting to review the FY24 Election procedures and receive an update on the Governance Work Group.
- The Regional Leadership Committee and Diversity, Equity, and Inclusion (DEI) Committee held meetings with the Governance Work Group to provide feedback on the work group's initial concepts.
- In collaboration with Customer Relations, Council Relations hosted a webinar for Member Board Executives (MBEs), providing an overview of NCARB services to architects and licensure candidates.
- Supported CEO Armstrong and President Ward at the NOMA annual conference in Nashville, Tennessee, and coordinated NCARB's staff member participation.
- Continued conversations with Alliance for Responsible Professional Licensing (ARPL) partners regarding the Montana red tape reduction initiative.

- Finalized an end-of-year advocacy report.
- The Interorganizational Council on Regulation's (ICOR) Overlapping Practice Steering Committee launched its efforts, following the work of NCARB's Incidental Practice Task Force.
- Supported a leadership meeting between NCARB and AIA and a meeting between NCARB and other members of the Architecture Alliance. The Alliance includes NCARB, AIA, NOMA, AIAS, ACSA, and the NAAB.



Attendees discussed best practices during the Member Board Chairs & Executives Leadership Summit.

CUSTOMER RELATIONS

- Vice President Alston, Assistant Vice President Katrina Humphrey, and Customer Relations staff members participated in the NOMA annual conference and supported NCARB's booth at the event.
- Customer Relations' assistant vice presidents attended industry conferences for training from experts on automation, customer experience, technology, marketing, and operations.
- Collaborated with Council Relations to deliver an MBE Service Webinar that provided insight into the licensure journey, the three E's, the NCARB Certificate, and MBE resources.
- The FY22 Re-Think Tank, made up of recently licensed architects, held a kick-off meeting where they discussed focus areas for the year, shared their licensure paths, and engaged with CEO Armstrong.
- In collaboration with the Continuous Improvement, Data & Analytics, and Marketing & Communications teams, identified cohorts for upcoming candidate focus groups and finalized the email messaging and questions for the focus groups.
- Engaged with a change management consultant for a week-long training session to support the team's understanding and expectations surrounding organizational changes.
- Engaged with several licensing boards to deliver service overviews or program clarification to facilitate licensure.



NCARB staff members provided support to NOMA members during the annual NOMA conference.

EXAMINATION

- The Examination Committee held its first meeting of the year, where members reviewed Architect Registration Examination® (ARE®) policies and received updates from ARE subcommittees.
- The Competency Task Force reviewed competency frameworks used by other licensing and credentialing organizations and began developing draft domains for an architect competency model. In collaboration with Marketing & Communications, Customer Relations, and IS, recruited candidates to participate in the upcoming operational pilot test for the PSI migration.
- The Licensure Process Research & Development Task Force reviewed existing research on practice and office culture and began new research into architect licensing models around the globe.
- Four Item Development Subcommittee Work Groups (Practice Management, Project Management, Programming & Analysis, and Construction & Evaluation) finished authoring new items as homework and then met to peer-review all items developed.
- Two Item Development Subcommittee Work Groups (Project Planning & Design and Project Development & Documentation) completed their first homework assignment and are writing additional items in advance of their upcoming peer-review meeting.
- Three Forms Assembly Work Groups (Practice Management, Project Management, and Construction & Evaluation) completed quality control reviews and met to finalize and approve FY23 forms.
- Three Forms Assembly Work Groups (Programming & Analysis, Project Planning & Design, and Project Development & Documentation) completed quality control reviews of ARE items in preparation for their upcoming in-person meeting.



The Examination Committee reviewed ARE policies and received updates from its subcommittees.

EXPERIENCE + EDUCATION

- Vice President Harry M. Falconer, Jr., FAIA, NCARB, HonD, Hon. FCARM, attended the AIA Large Firm Round Table (LFRT) Dean's Forum and participated in a panel discussion on pathways to the profession and licensure. The Dean's Forum brings together firm leaders, school administrators, students, and Alliance members to discuss experience in the workplace; views on teaching, training, and mentoring; expectations for the future workplace; EDI; climate action; and more.
- Falconer presented the session "Nurture Competency | Sustain Profitability" at NOMA's annual conference. The session was designed to educate supervisors on the value of education, the Architectural Experience Program® (AXP®), and ARE in developing candidate competency and supervisors' ethical responsibilities to train and mentor future architects as defined by the AIA Code of Ethics.
- International efforts this month:
 - Began work on a competency study with Singapore.
 - Continued to pursue conversations with Mexico, Brazil, and India on competency studies.
 - Met with the Architects Accreditation Council of Australia (AACA) and the New Zealand Registered Architects Board (NZRAB) to establish a timeline for the work of the MRA Monitoring Committee to review the agreement and its requirements.
 - Began planning and issuing invitations for NCARB's International Regulation Roundtable II.
- The Experience Committee met in Washington, DC, and continued working on their charges with a focus on evaluating all the AXP policies and professional practice in education.
- Presented updates to the AXP and Integrated Path to Architectural Licensure (IPAL) to educators and Member Board Members at the Region 2 Educators Conference.
- Presented professional practice programs, updates on the exam, and an overview of current NCARB data at the Region 1 Licensing Advisor Forum.



The Experience Committee met at NCARB's office to explore AXP policies and professional practice in education.

INFORMATION SYSTEMS

- Finished reviewing the messaging and alerts that customers receive in My NCARB Record related to education.
- Continued user experience support for redesigning the education section of My NCARB.
- Continued collaborating with staff subject-matter expert groups on the preferred name initiative.
- Began working on the user experience of an automated accommodations request process.
- Launched expedited transmittals for candidates without a degree from a NAAB-accredited program.

MARKETING & COMMUNICATIONS

- Collaborated with NOMA to release the Baseline on Belonging: Firm Culture & Career Development report, which highlights disparities faced by women and people of color related to their sense of belonging in their firm, discrimination, career progression, and post-licensure benefits.
- Supported the Member Board Chairs & Executives Leadership Summit in Salt Lake City, with Marketing & Communications staff sharing updates on NCARB by the Numbers and the Analysis of Practice.
- Held final Baseline on Belonging focus group during NOMA's 2022 Annual Conference in Nashville, Tennessee. During the session, attendees provided feedback on a suggested action plan to address disparities highlighted in the study.
- The Futures Collaborative met at NCARB's office in Washington, DC, to continue exploring trends that may impact NCARB, our Member Boards, and the global practice of architecture.
- Led senior staff members through a crisis communications exercise to ensure that NCARB is prepared to engage with key stakeholders during potential emergency situations.



The Futures Collaborative met at NCARB's office in Washington, DC.

OFFICE OF THE CIO | DATA & INNOVATION

DATA & ANALYTICS TEAM

- Supported the Member Board Chairs & Executives Leadership Summit in Salt Lake City, including collaborating with colleagues from Marketing & Communications to present an overview of *NCARB by the Numbers* and provide localized data for Member Boards.
- Presented a session on nonprofit use cases for artificial intelligence at digitalNow conference in New Orleans, Louisiana.

INNOVATION TEAM

- Kicked off collaborative planning efforts of the initiatives proposed for FY24 with an emphasis on understanding outcomes, outputs, and metrics.
- Launched Agile transformation roadmap development in collaboration with an Agile consultant and participation from Continuous Improvement, Data & Analytics, and Organizational Health team representatives. The roadmap details actionable steps, work prioritization, and key performance indicators (KPIs) to ensure the Agile transformation efforts have the broadest impact on the organization.
- Provided scrum master basic training for nine NCARB staff members. The group will become NCARB's Agile champions, facilitating the work of initiative teams and departments across NCARB.
- The innovation team currently supports six NCUBATOR projects, four of which have started exploring and validating assumptions. NCARB's innovation framework aims to validate the desirability, feasibility, and viability of ideas brought forward by staff.

OFFICE OF THE COO | CONTINUOUS IMPROVEMENT & EXECUTIVE OFFICE

CONTINUOUS IMPROVEMENT TEAM

- Implemented a new workforce management solution for the Customer Relations Department to automate workforce data tracking and free up staff member bandwidth.
- The Continuous Improvement team has worked closely with Customer Relations and Information Systems to launch an expedited transmittal for candidates who do not hold a degree from a NAAB-accredited program.
- Drafted workflow maps to support candidates' need to switch jurisdictions while testing.
- Completed process mapping for U.S. and U.K. efforts to develop systems supporting the Mutual Recognition Agreement.
- Prepared for upcoming candidate focus groups to gather sentiment toward NCARB's presence during the path to licensure, insights on newly implemented programs and services, areas of potential improvement, and how NCARB can offer more value.
- Conducting workshops to streamline the foreign architect process to identify pain points and potential areas of improvement and automation.
- Working with Marketing and Communications and Customer Relations to begin reviewing and importing policies, articles, and relevant documents to an internal knowledge base for the ARE Exam Support Team.
- Recent professional development activities included a business analyst conference and training in Agile, customer service, and management skills.
- Continuous Improvement is in the final interview process to fill an open Junior Business Analyst position.

EXECUTIVE OFFICE

- The Governance Work Group shared draft governance concepts with the DEI Committee, the Regional Leadership Committee, and with Member Board Chairs and Member Board Executives during a plenary at the Member Board Chairs & Member Board Executives Leadership Summit followed by a breakout session with Member Board Chairs. Subsequently, the Work Group released the [NCARB Governance Work Group Working Draft Concepts report](#) to all members, which is available on the Member Board Community.
- Facilitated the strategic planning process for the Louisiana State Board of Architectural Examiners.
- The Policy Advisory Committee continued reviewing policy resolutions from the 1960s and 1970s as part of a multi-year resolution history project. The resolution history project reviews older resolutions for consistency and currency with current NCARB policies and the professions.
- The Professional Conduct Committee completed case reviews as part of their monthly review of alleged incidents warranting discipline under NCARB's Professional Conduct Committee: Rules of Procedure.
- High-level findings from the Analysis of Practice study were introduced to Member Board Chairs and Member Board Executives at the 2022 Member Board Chairs & Executives Leadership Summit.
- NCARB outreach, volunteer participation levels, and research management of the Analysis of Practice were highlighted in two presentations with Alpine Testing Solutions at the Institute for Credentialing Excellence (ICE) Exchange. The presentations showcased NCARB's thought leadership in the multi-year research project.



The Governance Work Group shared draft governance concepts at the Member Board Chairs & Executives Leadership Summit.

NCARB UPDATE

NOVEMBER 2022 ISSUE

IN THIS ISSUE:

SEASON OF THANKFULNESS

In this season of thankfulness, celebration, and reflection, we extend our gratefulness to our Member Boards, our volunteers, and our NCARB-adjacent customers and stakeholders. Thank you for your willingness to engage, your critical thinking skills, and for your desire to join in our efforts to “Go Further.”

[READ MORE](#)

STRATEGIC DISCUSSIONS

NCARB's senior staff engaged in two days of strategic discussions during November, reviewing team performance; the Council's Strategic Plan; a staff-developed diversity, equity, and inclusion (DEI) action plan; and more. Takeaways will inform an upcoming Board of Directors/ Senior Staff engagement in December.

[READ MORE](#)



Member Board Executives (MBE) Committee Chair Shannon Himes led a discussion during a committee meeting in Washington, DC. Thanks to all our volunteers for their hard work throughout the fiscal year!

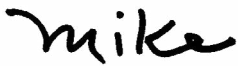
MESSAGE FROM THE CEO

Dear Colleagues:

In this season of thankfulness, celebration, and reflection, we extend our gratefulness to our Member Boards, our volunteers, and our NCARB-adjacent customers and stakeholders: for your willingness to engage, for your critical thinking skills, and for your desire to join in our efforts to “Go Further.” Our Strategic Plan invokes movement via enhancing, growing, or transforming our programs and our process. This focus is not always easy, but it is always essential.

We head into the second half of our fiscal year posing many unanswered questions regarding future programmatic evolution and paths to governance, moving toward a more fully inclusive and equitable culture populated by increasingly diverse voices, and intentionally collaborating with other organizations within both the architectural and greater regulatory communities.

With warm wishes and Season’s Greetings,



Michael Armstrong
Chief Executive Officer



CEO Armstrong spoke to NCARB staff members during the annual pre-Thanksgiving “pie day” celebration.

CEO ENGAGEMENTS

- **Council for Interior Design Qualification (CIDQ) Annual Meeting**
November 11 - 12 | Los Angeles, CA

NOVEMBER OUTREACH

SCHOOL PRESENTATIONS

- New York Institute of Technology (Virtual) | November 3
- University of Miami (Virtual) | November 9
- Southern Illinois University, Carbondale (Carbondale, Illinois) | November 9
- Florida A&M University (Tallahassee, Florida) | November 14
- University of Missouri, Columbia (Virtual) | November 15
- University of Kansas (Lawrence, Kansas) | November 15
- Kansas State University (Manhattan, Kansas) | November 15
- California Polytechnic State University, San Luis Obispo (San Luis Obispo, California) | November 28

ORGANIZATIONS

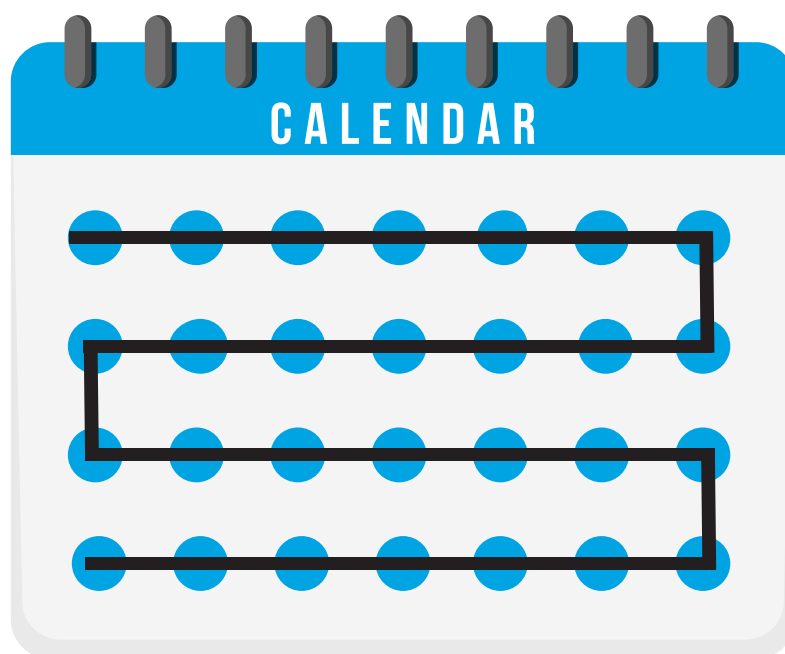
- AIA Memphis (Virtual) | November 8
- AIA Prairie Illinois (Carbondale, Illinois) | November 10
- AIA Kansas City (Kansas City, Missouri) | November 14
- AIA Kansas (Wichita, Kansas) | November 16

CONFERENCES

- Architecture Exchange East (Richmond, Virginia) | November 2 – 4
- Association of Collegiate Schools of Architecture (ACSA) Administrator's Conference (Boston, Massachusetts) | November 3 – 5

DECEMBER OUTREACH

- THERE ARE CURRENTLY NO OUTREACH EVENTS PLANNED FOR DECEMBER.



ORGANIZATIONAL DEVELOPMENT AND OFFICE LIFE

- NCARB hosted its annual pre-Thanksgiving “pie day” celebration for employees to bring everyone together for a time of connection and expressions of gratitude.
- The Manager Essentials leadership training continues. Manager staff members have completed 706 total learning hours since the program launched in early June. Learners report a 4.7 out of 5 class rating, and 100% of respondents indicate the training was valuable.

SENIOR OFFICER, BOARD OF DIRECTORS, AND EXECUTIVE OFFICE ENGAGEMENT

- President/Chair of the Board Bayliss Ward, AIA, NCARB, and CEO Michael Armstrong represented NCARB at the annual meeting of the Council for Interior Design Qualification (CIDQ).
- Armstrong joined the CEOs whose organizations are members of the Interorganizational Council on Regulation (ICOR) for a quarterly update about recent activities.
- The NCARB Executive Office and department vice presidents engaged in two days of team discussions on organizational performance. They renewed commitment to the Council’s Strategic Plan; professional development and mentoring of NCARB staff; a staff-developed diversity, equity, and inclusion (DEI) action plan; innovation and continuous improvement efforts; understanding strengths and weaknesses within the NCARB business model; and the Agile product management methodology used by Council teams. Takeaways will inform an upcoming Board of Directors/Senior Staff engagement in December.



NCARB staff members participated in an annual pre-Thanksgiving “Pie Day” celebration.

NCARB IN ACTION

KEEP UP WITH WHAT'S NEW



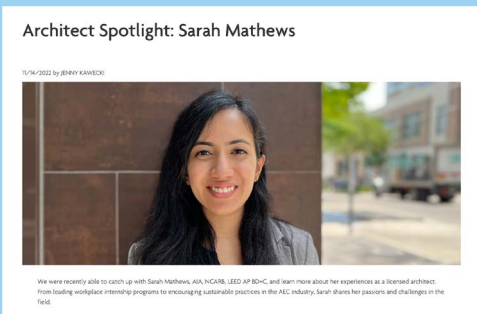
NCARB IN THE NEWS

- **Olean Times Herald:** [Alfred prof participates in NCARB Scholars program](#)
- **Wolters Kluwer:** [Business license pitfalls for architecture and engineering companies](#)



TOP BLOG POSTS

- [Anticipating Change: NCARB Leaders Discuss Opportunities for a More Inclusive Future](#)
- [Architect Spotlight: Sarah Mathews](#)
- [How to Find Your Local Licensing Advisor and Get Help on the Path to Licensure](#)



NCARB SOCIAL

THIS MONTH'S FEED



@ACSAUpdate

Learn more about fee structures on ProPEL - the Professional Practice Education Library. Go to <https://l8r.it/fe1B> to access ProPEL and watch new content today @NCARB #ProPEL #professional #practice #education #library #fees #professionalpractice #valueproposition



@EverybodyWinsDCL

Excited to be back in-person at Tyler ES! Thanks to the volunteers & supporters who made this moment possible. It's going to be an amazing year of reading!



@NSBAIDRD

Still need CEUs to renew your Nevada license? Check out these @NCARB options: ow.ly/tswC50LK1tz



@Qubits_Toy

How Many Architects Are There in the World? - Architizer Journal <https://architizer.com/blog/inspiration/industry/how-many-architects-are-in-the-world/#.Y26huVEuxcY.twitter> @NCARB @Architizer Wonder what percentage are NCARB certified and practicing in multiple states as I am doing?

ARE Overview

REQUIREMENTS: Eligibility Pending ③
 ARE REQUIRED: 6 Divisions Completed
 TESTING LOCATION: New York

ALL DIVISIONS

Schedule Test Run

Schedule Division

Schedule a free, 30-minute trial appointment with PSI to confirm that your computer and testing space meet the requirements for online proctoring. Read more about [Test Run](#).

Practice Management Credit from ARE 4.0 Score Reports Score expires 5/1/24 ③	Project Management Credit from ARE 4.0 Score Reports Score expires 5/1/24 ③	Programming & Analysis Credit from ARE 4.0 Score Reports Score expires 5/1/24 ③
Project Planning & Design Passed 5/1/22 Score Reports Score expires 5/1/22 ③	Project Development & Documentation Passed 5/1/22 Score Reports Score expires 5/1/22 ③	Construction & Evaluation Credit from ARE 4.0 Score Reports Score expires 5/1/24 ③

@nicias: I finally don't have to study anymore! This is so exciting, I don't know what to do with my hands... Am I smiling too much? #ncarb #architect #passedthetest

JOIN THE CONVERSATION ON SOCIAL MEDIA!



DEPARTMENT UPDATES


Learn about the projects, collaborations, initiatives, and events that NCARB's various teams have accomplished or focused on this month.

ADMINISTRATION

- Received a “clean opinion” from the independent audit firm on the recently completed financial audit for the fiscal year that ended on June 30, 2022 (FY22). The audit results were accepted by the Audit Committee in November and will be presented to the Board of Directors in December. The Audit Committee will select a new audit firm to conduct the FY23 financial audit.
- Preparing all meeting logistics for Committee Summit, which will be held on the first weekend of December in Washington, DC. The meeting planning team is also doing advance work on the January Board meeting, March Regional Summit, and June Annual Business Meeting.
- The Human Resources team has filled three recent vacancies in November and is working to fill three additional positions. The team continues the software upgrade implementation process for a new HR management tool, which includes enhanced performance management and compensation analysis capabilities. The HR team is also managing the 2023 Benefits Open Enrollment process.


NCARB Introduction

Open Enrollment



- Time for NCARB to review and renew plans
- Time for you to:
 - Enroll
 - Add/change/cancel dependents
 - Make changes in coverage type and/or elections

Remember this is your opportunity to make changes to your plans. You will not be able to make changes during the year, unless you experience a qualifying life event. Qualifying life event changes must be made within 30 days of the event date.

Let's Go Further


NCARB's Assistant Vice President of Human Resources Margot Simmons led a meeting on open enrollment in health, vision, dental, and other benefits.

COUNCIL RELATIONS

- The Interorganizational Council on Regulation (ICOR) Practice Overlap Steering Committee—chaired by an NCARB volunteer with additional NCARB appointees—held their first meeting to begin strategizing their approach to examining areas of overlap between architecture, engineering, interior design, landscape architecture, and surveying.
- Prepared for December's upcoming Committee Summit, which will bring together the Diversity, Equity, and Inclusion (DEI) Committee; Licensure Process Research & Development Task Force; Competency Task Force; and Re-Think Tank; as well as NCARB's Board of Directors, committee chairs, and regional chairs.

CUSTOMER RELATIONS

- Provided training to new staff members on the Hawaii and Oregon boards, offering an overview of our programs and services.
- Supported preparation for liaising with the FY23 Re-Think Tank members during the 2022 Committee Summit.
- Supported the first in-office Member Board Executives (MBE) Committee meeting since the COVID-19 pandemic began.

INTERORGANIZATIONAL



COUNCIL ON REGULATION

ICOR's Practice Overlap Steering Committee held its first meeting in November.

EXAMINATION

- Completed the first phase of an Architect Registration Examination (ARE) Item Readability Study with psychometric consultants. The findings show that ARE questions are compatible with the readability level of common architectural publications.
- Acted in a test development consultant capacity to assemble the newest version of the Nevada Residential Designer (NVRD) Examination and launched an effort to write additional test questions for the NVRD Examination.
- The Examination Committee completed a comprehensive ARE policy review and will be forwarding recommendations for consideration to the NCARB's Board of Directors.
- The ARE 5.0 Item Development Subcommittee work groups continued efforts to author new items:
 - o Programming & Analysis (PA) and Construction & Evaluation (CE) work groups met to peer review newly authored ARE questions.
 - o Practice Management (PcM) and Project Management (PjM) work groups participated in check-in webinars and continued authoring new items.
 - o Project Planning & Design (PPD) and Project Development & Documentation (PDD) work groups completed their first item writing assignment.
- The Forms Assembly Subcommittee PA, PPD, and PDD work groups met to finalize and approve future examination forms to be released in early 2023.
- In collaboration with the Customer Relations department, the Re-Think Tank held its second virtual meeting in preparation for attending Committee Summit in December.



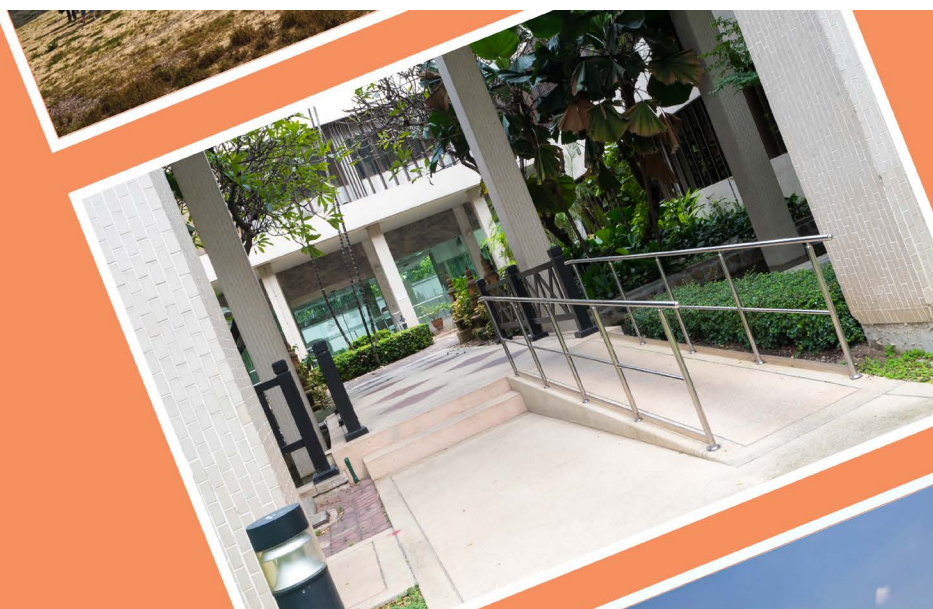
NCARB's MBE Committee engaged in discussion during a meeting at NCARB's office in Washington, DC.

EXPERIENCE + EDUCATION

- Released a new Continuum Education course: [Preventing Suicide Falls: A Primer for Architects](#).
- In collaboration with the Examination team, the Competency Task Force met virtually to review their initial drafts of competency domains that will be shared for discussion at Committee Summit in December.
- In collaboration with the Examination team, the Licensure Process Research & Development Task Force completed research into several international approaches to architectural licensure around the globe to guide exploratory conversations at Committee Summit.

INFORMATION SYSTEMS

- User experience (UX) and development teams continue to work on the “preferred name” feature that would allow Record holders to use first names other than their legally recorded first names, within regulatory constraints.
- Licensing System development team provided support for Louisiana’s licensure renewal cycle.



Free for Certificate holders, NCARB’s Continuum Education courses offer the opportunity to earn CE credit in Health, Safety, and Welfare. [Browse our catalog.](#)

MARKETING & COMMUNICATIONS

- Collaborated with the Experience + Education team and external subject matter experts to host an *NCARB Live* webinar on remote supervising best practices, with over 300 live viewers and over 200 watches of the recording, which is [available on NCARB's YouTube channel](#).
- Worked with Experience + Education to coordinate a campaign promoting NCARB's Continuum Education program, offering free CE courses to NCARB Certificate holders (\$25 for non-Certificate holders).
- Continued finalizing the FY22 Annual Report, which will be released in January.
- Marketing & Communications team representatives attended *ARCHITECT* magazine's "Future of Architecture" conference.

OFFICE OF THE CIO | DATA & INNOVATION

DATA & ANALYTICS TEAM

- Provided metrics support for NCARB's ongoing initiatives.
- Began preparing data visualizations to support a short Baseline on Belonging report highlighting survey respondents who identified as American Indian/Alaskan Native or Native Hawaiian/Pacific Islander.

INNOVATION TEAM

- Provided Advanced Agile "Scrum Master" training for 12 NCARB staff members. The group will serve as NCARB's Agile champions, in addition to facilitating the work of initiative teams and departments across NCARB

NCARB LIVE: *Remote Supervising*

With Leah Bayer, Kevin Morelock,
and Martin Smith



NCARB hosted a live webinar sharing best practices for remote supervising. [Watch the recording](#).

OFFICE OF THE COO | CONTINUOUS IMPROVEMENT & EXECUTIVE OFFICE

CONTINUOUS IMPROVEMENT TEAM

- Completed Advanced Scrum Master Training to support teams across the Council.
- Collaborating with Customer Relations and Marketing & Communications in completing a Knowledge Base framework for NCARB's ARE Support team. Training, content population, and pilot testing logistics are underway.
- In support of an internal communications initiative, gathering requirements and examples of best practices to create a more accessible and organized cloud file storage platform.
- Collaborated with Organizational Health and Agile Refresh teams to refine resources and best practices for NCARB internal meetings.
- Supported the FY23 Candidate and Customer Focus Group Engagement Initiative, in collaboration with Customer Relations. Interviews are over 50% completed, with successful targeted metrics for focus group population and participation.

EXECUTIVE OFFICE

- Sixty members attended the Governance Work Group's first member listening session, where participants submitted questions and feedback on proposed governance concepts. Two additional member listening sessions are scheduled for December 2022. Legal counsel is drafting a resolution proposing the related *Bylaws* amendments for review by the Board of Directors during the January 2023 meeting.
- The Professional Conduct Committee completed case reviews as part of their monthly review of alleged incidents potentially warranting discipline under *NCARB's Professional Conduct Committee: Rules of Procedure*.
- The Policy Advisory Committee (PAC) completed review of old resolutions focused on finance and old Council records and processes as part of an ongoing resolution history project. An omnibus resolution to sunset outdated resolutions will result from the review. The PAC began review of old resolutions related to education and the NCARB Certificate.
- Supporting the Board of Directors' self-evaluation update.

NCARB UPDATE

OCTOBER 2022 ISSUE

IN THIS ISSUE:

STRENGTHENING RELATIONSHIPS

NCARB leaders and staff partnered with related organizations throughout the month—making it possible for us to build new joint initiatives, re-connect and re-invigorate current partnerships, and receive constructive feedback to shape our programs and resources.

[READ MORE](#) ➤

MEMBER BOARD CHAIRS & EXECUTIVES LEADERSHIP SUMMIT

In October, Member Board Chairs and Executives gathered for a biennial leadership summit, sharing best practices and setting the stage for NCARB's efforts in years to come.

[READ MORE](#) ➤

BASELINE ON BELONGING: FIRM CULTURE & CAREER DEVELOPMENT

NCARB and NOMA jointly released the *Firm Culture & Career Development* report from the *Baseline on Belonging* study, highlighting impediments related to working in a firm faced by underrepresented groups. [READ MORE](#) ➤



Member Board Chairs and Executives gathered in Salt Lake City, Utah, for NCARB's biennial leadership summit.

MESSAGE FROM THE CEO

Dear Colleagues:

Often when I see volunteers interact with our key stakeholders, an early question is some variation of “How’s it going with X organization?” As you can see from the October calendar, we spent a significant amount of time reconnecting and pursuing alliances with various leaders representing groups that can impact and amplify our works—as we can with each of them. These efforts continue to bear fruit for the ongoing pursuit of our mission. The cycles of electing volunteer leaders necessitate a constant tending to relationship building. That foundation has made it possible to build new joint initiatives, seek clarity, and receive constructive feedback.

- With the American Institute of Architects (AIA), we celebrate strong grassroots connections, ongoing participation in discussions around international relationships, and the monitoring of continuing education standards while collaborating on key legislative concerns. We also look forward to exploring how we can further dialogue the transition from education to practice.
- With the National Organization of Minority Architects (NOMA), our joint Baseline on Belonging study continues to resonate in many areas of the architecture community, establishing our alliance as authentic and necessary as we look at impediments to licensure through a diversity, equity, and inclusion (DEI) lens.
- With the Association of Collegiate Schools of Architecture (ACSA), our collaboration on developing professional practice digital curricula is helping establish best practices for instruction.
- With the Community College Consortium of Architecture Programs (CCCAP), we are at the dawn of an exciting new conversation regarding the value and role of community colleges as entry portals for a diversified community of future professionals.
- With the American Institute of Architecture Students (AIAS), we are increasing the number of student licensing advisors, providing financial support to the vital Freedom by Design initiative regarding access to public and private spaces for all, and utilizing their voices to provide important perspectives on our programs.
- With the National Architectural Accrediting Board (NAAB), we continue to encourage an accreditation process that adds value to our mission, demonstrates a return on NCARB’s annual investment, and enriches the experience of our volunteers as they engage with faculty, students, and the NAAB infrastructure.
- With our regulatory colleagues in the design arena—the Council for Interior Design Qualification (CIDQ), the Council of Landscape Architectural Registration Boards (CLARB), and the National Council of Examiners for Engineers and Surveyors (NCEES)—we are furthering our joint public protection mission through an exciting new Overlapping Practice Task Force. Through this task force, we are sharing best practices, planning a continued emphasis on onboarding new jurisdictional board members and executives, and sustaining our regular leadership engagements at the volunteer and staff levels.
- With other organizations ranging from various demographic-specific architecture organizations representing minority architects and students (Arquitectos, NOMAS), and smaller membership groups like the Association of Licensed Architects (ALA) and the Society of American Registered Architects (SARA), to groups like the International Code Council, we continue to promote improved communication, joint training and outreach, and a variety of methods to update and engage all of our audiences on how NCARB is going further. Many of these groups will be represented at a special Licensure Advisory Forum, designed to open up greater organizational interaction with NCARB, hosted by President Bayliss Ward in December.

We invite your ideas on opportunities to introduce or reintroduce today’s NCARB. Our continuously improving programs are generating new licensees, new NCARB Certificate holders, and new allies. It is an exciting era for our work as we remove impediments and evolve through the energy of our volunteers and the power of our data.

Thanks for being with us on this journey!

Best wishes,



Michael Armstrong
Chief Executive Officer



CEO Armstrong talked about leadership best practices during the Member Board Chairs & Executives Leadership Summit.

CEO ENGAGEMENTS

- NCARB/AIA Leadership Summit | October 10-11 | Washington, DC
- Alliance Presidents’ Summit | October 11-12 | Washington, DC
- NCARB Chairs/Executives Conference | October 14-15 | Salt Lake City, UT
- NOMA Conference | October 26-30 | Nashville, TN

OCTOBER OUTREACH

SCHOOL PRESENTATIONS

- The School of Architecture (Mayer, AZ) | October 11
- Arizona State University (Tempe, AZ) | October 12
- Washington State University (Virtual) | October 17
- Thomas Jefferson University (Philadelphia, PA) | October 21
- Washington-Alexandria Architecture Center (Alexandria, VA) | October 26
- Oregon State Board of Architect Examiners Update at Portland State University (Portland, OR) | October 28

ORGANIZATIONS

- South Florida NOMA | October 11
- AIA Middle Tennessee | October 26
- AIA El Paso | October 26

CONFERENCES

- Boston Architecture + Design College Day (Boston, MA) | October 1
- Region 4 Educator/Practitioner Conference (Detroit, MI) | October 21 – 22
- NE Regional Licensing Advisor Retreat (West Hartford, CT) | October 21
- Philadelphia Architecture + Design College Day (Philadelphia, PA) | October 21
- NOMA Unplugged 2022 (Nashville, TN) | October 26 – 30
- 83rd Annual TxA Convention and Design Expo (El Paso, TX) | October 27 – 28

NOVEMBER OUTREACH

SCHOOL PRESENTATIONS

New York Institute of Technology (Virtual) | November 3
 University of Miami (Virtual) | November 9
 Southern Illinois University, Carbondale (Carbondale, IL) | November 9
 Florida A&M University (Tallahassee, FL) | November 14
 University of Missouri, Columbia (Virtual) | November 15
 University of Kansas (Lawrence, KS) | November 15
 Kansas State University (Manhattan, KS) | November 15
 California Polytechnic State University, San Luis Obispo (San Luis Obispo, CA) | November 28

ORGANIZATIONS

AIA Memphis (Virtual) | November 8
 AIA Prairie Illinois (Carbondale, IL) | November 10
 AIA Kansas City (Kansas City, MO) | November 14
 AIA Kansas (Wichita, KS) | November 16

CONFERENCES

Architecture Exchange East (Richmond, VA) | November 2 – 4

ORGANIZATIONAL DEVELOPMENT AND OFFICE LIFE

- NCARB hosted its all-staff fall retreat on October 20. During the retreat, CEO Mike Armstrong provided an update on the NCARB community, including recent Board meetings and employee milestones. Each department celebrated successes on transformative projects that align with NCARB's strategic plan deliverables. During the afternoon, each department made time to connect and engage during team outings.
- "Manager Essentials" leadership training continues. Staff members at the manager level or above have completed 520 total learning hours since the program launched in early June.
- NCARB held its annual mandatory cyber security training for staff members.
- Organizational Health continued a financial wellness series for NCARB staff members with a lunch and learn on understanding life insurance.
- In honor of National Hispanic Heritage Month 2022 (September 15 – October 15), the Inclusion, Diversity, Equity, and Agility (IDEA) staff workgroup hosted a 60-minute interactive experience that traced Hispanic and Latinx history. Focusing on Latinx music and culture, the presentation virtually explored important monuments and sites in St. Augustine, Florida, and Austin, Texas.



Chief Innovation & Information Officer Guillermo Ortiz de Zárate presented to staff during the October all-staff retreat.

SENIOR OFFICER, BOARD OF DIRECTORS, AND EXECUTIVE OFFICE ENGAGEMENT

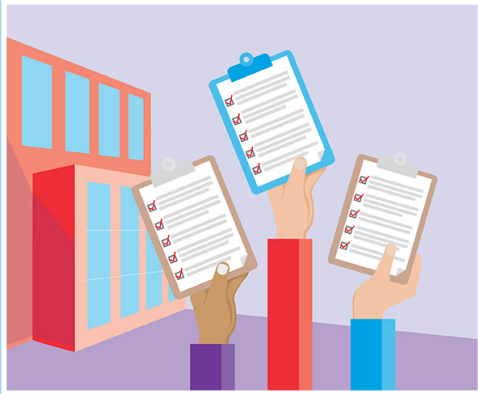
- October presented several opportunities for leadership engagements with external partners:
 - President Ward; First Vice President/President-elect Jon Alan Baker, FAIA, NCARB, LEED AP; Second Vice President Kenneth R. Van Tine, NCARB, AIA; and CEO Armstrong met with leaders from AIA.
 - President Ward, First Vice President Baker, Second Vice President Van Tine, and CEO Armstrong attended the Architecture Alliance meeting, where leaders from each organization shared updates on organizational initiatives, discussed areas of mutual interest, and heard a preview of findings from the Baseline on Belonging: Firm Culture & Career Development report, a joint effort between NOMA and NCARB.
 - President Ward hosted NCARB's biennial Member Board Chairs & Member Board Executives Leadership Summit in Salt Lake City, Utah, where leaders heard about current Council initiatives, including proposed governance concepts, advocacy efforts, the Integrated Path to Architectural Licensure (IPAL), a session on the gap between education and practice, and early takeaways from the recent Analysis of Practice. Members of the Board of Directors hosted breakout sessions throughout the conference.
 - President Ward and CEO Armstrong attended the NOMA annual conference in Nashville, Tennessee.



President Ward provided an update on FY23 goals and initiatives during the Member Board Chairs & Executives Leadership Summit.

NCARB IN ACTION

KEEP UP WITH WHAT'S NEW



NCARB IN THE NEWS

- [Archinect: Almost one-third of architecture employees have faced or witnessed discrimination, says NCARB/NOMA survey](#)

NCARB PRESS

- [NCARB and NOMA Release New Report on Diversity, Equity, and Inclusion in Architecture Firm Culture](#)



TOP BLOG POSTS

- [2022 Interschool Student Design Competition Returns to the National Building Museum](#)
- [Explore How Race, Gender, and Firm Size Impact Early Career Development](#)
- [Resources to Help K-12 Students Explore a Career in Architecture](#)
- [How NCARB's Top CE Courses Can Help You Level Up Your Career & Meet Your Annual HSW CE Requirement](#)

NCARB SOCIAL

THIS MONTH'S FEED



@NAABNews

Today, NAAB President-elect Dave Hoffman led a panel, "Dilemma of Decreasing Licensed Faculty" at the @NCARB Region 4 Member Board member/Educators Symposium hosted by @LawrenceTechU. Thank you for inviting NAAB to discuss the role of licensed faculty in accreditation!



@TheARPL

It's important to support young and aspiring professionals. @NCARB gives advice to future #architects in a recent blog: <https://t.co/BsgZAhdZiL>



@nsbaidrd

Meet Nevada's newest #architects Jose Amaya-Rosales, Benjamin Garberson, Selena Sining Huang, and Claudia Rubio Franco. Welcome to the profession! @NCARB



@archinect

Almost one-third of architecture employees have faced or witnessed discrimination, says NCARB/ NOMA survey <https://t.co/58fadqdZew>

Congratulations!
YOU'RE CERTIFIED



Danielle DeVito, NCARB

opened the door to exclusive benefits that will expand professional reach.

@pencilprojectsarchitecture

Office days are productive days
#womeninarchitecture #ncarb
#ncarbcertified #architect

**JOIN THE CONVERSATION ON
SOCIAL MEDIA!**



DEPARTMENT UPDATES

Learn about the projects, collaborations, initiatives, and events that NCARB's various teams have accomplished or focused on this month.

ADMINISTRATION

- The Human Resources (HR) team filled one vacancy and is working to fill four additional positions. The team is working to implement a new software upgrade that includes enhanced performance management and compensation analysis functions.
- HR is preparing for the 2023 Benefits Open Enrollment process, which will launch in November.
- The FY22 Financial Audit work is complete. Drafts will be distributed to the Audit Committee in November and approved by the Board of Directors in December. The FY22 cost study is underway.
- The Meeting Planning team executed all logistical registration, hotel, and meeting logistics for the Member Board Chairs & Executives Leadership Summit held in October in Salt Lake City.
- Logistical meeting planning support is ongoing for the upcoming Committee Summit in December, the January Board of Directors meeting, and Regional Summit in March 2023.

COUNCIL RELATIONS

- Coordinated the Member Board Chairs & Executives Leadership Summit in Salt Lake City.
- The Credentials Committee held its second meeting to review the FY24 Election procedures and receive an update on the Governance Work Group.
- The Regional Leadership Committee and Diversity, Equity, and Inclusion (DEI) Committee held meetings with the Governance Work Group to provide feedback on the work group's initial concepts.
- In collaboration with Customer Relations, Council Relations hosted a webinar for Member Board Executives (MBEs), providing an overview of NCARB services to architects and licensure candidates.
- Supported CEO Armstrong and President Ward at the NOMA annual conference in Nashville, Tennessee, and coordinated NCARB's staff member participation.
- Continued conversations with Alliance for Responsible Professional Licensing (ARPL) partners regarding the Montana red tape reduction initiative.

- Finalized an end-of-year advocacy report.
- The Interorganizational Council on Regulation's (ICOR) Overlapping Practice Steering Committee launched its efforts, following the work of NCARB's Incidental Practice Task Force.
- Supported a leadership meeting between NCARB and AIA and a meeting between NCARB and other members of the Architecture Alliance. The Alliance includes NCARB, AIA, NOMA, AIAS, ACSA, and the NAAB.



Attendees discussed best practices during the Member Board Chairs & Executives Leadership Summit.

CUSTOMER RELATIONS

- Vice President Alston, Assistant Vice President Katrina Humphrey, and Customer Relations staff members participated in the NOMA annual conference and supported NCARB's booth at the event.
- Customer Relations' assistant vice presidents attended industry conferences for training from experts on automation, customer experience, technology, marketing, and operations.
- Collaborated with Council Relations to deliver an MBE Service Webinar that provided insight into the licensure journey, the three E's, the NCARB Certificate, and MBE resources.
- The FY22 Re-Think Tank, made up of recently licensed architects, held a kick-off meeting where they discussed focus areas for the year, shared their licensure paths, and engaged with CEO Armstrong.
- In collaboration with the Continuous Improvement, Data & Analytics, and Marketing & Communications teams, identified cohorts for upcoming candidate focus groups and finalized the email messaging and questions for the focus groups.
- Engaged with a change management consultant for a week-long training session to support the team's understanding and expectations surrounding organizational changes.
- Engaged with several licensing boards to deliver service overviews or program clarification to facilitate licensure.



NCARB staff members provided support to NOMA members during the annual NOMA conference.

EXAMINATION

- The Examination Committee held its first meeting of the year, where members reviewed Architect Registration Examination® (ARE®) policies and received updates from ARE subcommittees.
- The Competency Task Force reviewed competency frameworks used by other licensing and credentialing organizations and began developing draft domains for an architect competency model. In collaboration with Marketing & Communications, Customer Relations, and IS, recruited candidates to participate in the upcoming operational pilot test for the PSI migration.
- The Licensure Process Research & Development Task Force reviewed existing research on practice and office culture and began new research into architect licensing models around the globe.
- Four Item Development Subcommittee Work Groups (Practice Management, Project Management, Programming & Analysis, and Construction & Evaluation) finished authoring new items as homework and then met to peer-review all items developed.
- Two Item Development Subcommittee Work Groups (Project Planning & Design and Project Development & Documentation) completed their first homework assignment and are writing additional items in advance of their upcoming peer-review meeting.
- Three Forms Assembly Work Groups (Practice Management, Project Management, and Construction & Evaluation) completed quality control reviews and met to finalize and approve FY23 forms.
- Three Forms Assembly Work Groups (Programming & Analysis, Project Planning & Design, and Project Development & Documentation) completed quality control reviews of ARE items in preparation for their upcoming in-person meeting.



The Examination Committee reviewed ARE policies and received updates from its subcommittees.

EXPERIENCE + EDUCATION

- Vice President Harry M. Falconer, Jr., FAIA, NCARB, HonD, Hon. FCARM, attended the AIA Large Firm Round Table (LFRT) Dean's Forum and participated in a panel discussion on pathways to the profession and licensure. The Dean's Forum brings together firm leaders, school administrators, students, and Alliance members to discuss experience in the workplace; views on teaching, training, and mentoring; expectations for the future workplace; EDI; climate action; and more.
- Falconer presented the session "Nurture Competency | Sustain Profitability" at NOMA's annual conference. The session was designed to educate supervisors on the value of education, the Architectural Experience Program® (AXP®), and ARE in developing candidate competency and supervisors' ethical responsibilities to train and mentor future architects as defined by the AIA Code of Ethics.
- International efforts this month:
 - Began work on a competency study with Singapore.
 - Continued to pursue conversations with Mexico, Brazil, and India on competency studies.
 - Met with the Architects Accreditation Council of Australia (AACA) and the New Zealand Registered Architects Board (NZRAB) to establish a timeline for the work of the MRA Monitoring Committee to review the agreement and its requirements.
 - Began planning and issuing invitations for NCARB's International Regulation Roundtable II.
- The Experience Committee met in Washington, DC, and continued working on their charges with a focus on evaluating all the AXP policies and professional practice in education.
- Presented updates to the AXP and Integrated Path to Architectural Licensure (IPAL) to educators and Member Board Members at the Region 2 Educators Conference.
- Presented professional practice programs, updates on the exam, and an overview of current NCARB data at the Region 1 Licensing Advisor Forum.



The Experience Committee met at NCARB's office to explore AXP policies and professional practice in education.

INFORMATION SYSTEMS

- Finished reviewing the messaging and alerts that customers receive in My NCARB Record related to education.
- Continued user experience support for redesigning the education section of My NCARB.
- Continued collaborating with staff subject-matter expert groups on the preferred name initiative.
- Began working on the user experience of an automated accommodations request process.
- Launched expedited transmittals for candidates without a degree from a NAAB-accredited program.

MARKETING & COMMUNICATIONS

- Collaborated with NOMA to release the Baseline on Belonging: Firm Culture & Career Development report, which highlights disparities faced by women and people of color related to their sense of belonging in their firm, discrimination, career progression, and post-licensure benefits.
- Supported the Member Board Chairs & Executives Leadership Summit in Salt Lake City, with Marketing & Communications staff sharing updates on NCARB by the Numbers and the Analysis of Practice.
- Held final Baseline on Belonging focus group during NOMA's 2022 Annual Conference in Nashville, Tennessee. During the session, attendees provided feedback on a suggested action plan to address disparities highlighted in the study.
- The Futures Collaborative met at NCARB's office in Washington, DC, to continue exploring trends that may impact NCARB, our Member Boards, and the global practice of architecture.
- Led senior staff members through a crisis communications exercise to ensure that NCARB is prepared to engage with key stakeholders during potential emergency situations.



The Futures Collaborative met at NCARB's office in Washington, DC.

OFFICE OF THE CIO | DATA & INNOVATION

DATA & ANALYTICS TEAM

- Supported the Member Board Chairs & Executives Leadership Summit in Salt Lake City, including collaborating with colleagues from Marketing & Communications to present an overview of *NCARB by the Numbers* and provide localized data for Member Boards.
- Presented a session on nonprofit use cases for artificial intelligence at digitalNow conference in New Orleans, Louisiana.

INNOVATION TEAM

- Kicked off collaborative planning efforts of the initiatives proposed for FY24 with an emphasis on understanding outcomes, outputs, and metrics.
- Launched Agile transformation roadmap development in collaboration with an Agile consultant and participation from Continuous Improvement, Data & Analytics, and Organizational Health team representatives. The roadmap details actionable steps, work prioritization, and key performance indicators (KPIs) to ensure the Agile transformation efforts have the broadest impact on the organization.
- Provided scrum master basic training for nine NCARB staff members. The group will become NCARB's Agile champions, facilitating the work of initiative teams and departments across NCARB.
- The innovation team currently supports six NCUBATOR projects, four of which have started exploring and validating assumptions. NCARB's innovation framework aims to validate the desirability, feasibility, and viability of ideas brought forward by staff.

OFFICE OF THE COO | CONTINUOUS IMPROVEMENT & EXECUTIVE OFFICE

CONTINUOUS IMPROVEMENT TEAM

- Implemented a new workforce management solution for the Customer Relations Department to automate workforce data tracking and free up staff member bandwidth.
- The Continuous Improvement team has worked closely with Customer Relations and Information Systems to launch an expedited transmittal for candidates who do not hold a degree from a NAAB-accredited program.
- Drafted workflow maps to support candidates' need to switch jurisdictions while testing.
- Completed process mapping for U.S. and U.K. efforts to develop systems supporting the Mutual Recognition Agreement.
- Prepared for upcoming candidate focus groups to gather sentiment toward NCARB's presence during the path to licensure, insights on newly implemented programs and services, areas of potential improvement, and how NCARB can offer more value.
- Conducting workshops to streamline the foreign architect process to identify pain points and potential areas of improvement and automation.
- Working with Marketing and Communications and Customer Relations to begin reviewing and importing policies, articles, and relevant documents to an internal knowledge base for the ARE Exam Support Team.
- Recent professional development activities included a business analyst conference and training in Agile, customer service, and management skills.
- Continuous Improvement is in the final interview process to fill an open Junior Business Analyst position.

EXECUTIVE OFFICE

- The Governance Work Group shared draft governance concepts with the DEI Committee, the Regional Leadership Committee, and with Member Board Chairs and Member Board Executives during a plenary at the Member Board Chairs & Member Board Executives Leadership Summit followed by a breakout session with Member Board Chairs. Subsequently, the Work Group released the [NCARB Governance Work Group Working Draft Concepts report](#) to all members, which is available on the Member Board Community.
- Facilitated the strategic planning process for the Louisiana State Board of Architectural Examiners.
- The Policy Advisory Committee continued reviewing policy resolutions from the 1960s and 1970s as part of a multi-year resolution history project. The resolution history project reviews older resolutions for consistency and currency with current NCARB policies and the professions.
- The Professional Conduct Committee completed case reviews as part of their monthly review of alleged incidents warranting discipline under NCARB's Professional Conduct Committee: Rules of Procedure.
- High-level findings from the Analysis of Practice study were introduced to Member Board Chairs and Member Board Executives at the 2022 Member Board Chairs & Executives Leadership Summit.
- NCARB outreach, volunteer participation levels, and research management of the Analysis of Practice were highlighted in two presentations with Alpine Testing Solutions at the Institute for Credentialing Excellence (ICE) Exchange. The presentations showcased NCARB's thought leadership in the multi-year research project.



The Governance Work Group shared draft governance concepts at the Member Board Chairs & Executives Leadership Summit.

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

Summary of All Professional Licensing
Schedule of Revenues and Expenditures

Board of Architects, Engineers, and Land Surveyors	FY 16			FY 17			Biennium			FY 18			FY 19			Biennium			FY 20			FY 21			Biennium			FY 22			FY 23		
Revenue																																	
Revenue from License Fees																																	
General Fund Received																																	
Allowable Third Party Reimbursements																																	
TOTAL REVENUE																																	
Expenditures																																	
Non Investigation Expenditures																																	
1000 - Personal Services																																	
2000 - Travel																																	
3000 - Services																																	
4000 - Commodities																																	
5000 - Capital Outlay																																	
Total Non-Investigation Expenditures																																	
Investigation Expenditures																																	
1000-Personal Services																																	
2000 - Travel																																	
3023 - Expert Witness																																	
3088 - Inter-Agency Legal																																	
3094 - Inter-Agency Hearing/Mediation																																	
3000 - Services other																																	
4000 - Commodities																																	
Total Investigation Expenditures																																	
Total Direct Expenditures																																	
Indirect Expenditures																																	
Internal Administrative Costs																																	
Departmental Costs																																	
Statewide Costs																																	
Total Indirect Expenditures																																	
TOTAL EXPENDITURES																																	
Cumulative Surplus (Deficit)																																	
Beginning Cumulative Surplus (Deficit)																																	
Annual Increase/(Decrease)																																	
Ending Cumulative Surplus (Deficit)																																	
Statistical Information																																	
Number of Licenses for Indirect calculation																																	
Additional information:																																	
• Fee analysis required if the cumulative is less than zero; fee analysis recommended when the cumulative is less than current year expenditures; no fee increases needed if cumulative is over the current year expenses *																																	
• Most recent fee change: New fee added FY20																																	
• Annual license fee analysis will include consideration of other factors such as board and licensee input, potential investigation load, court cases, multiple license and fee types under one program, and program c																																	

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

Sum of Budgetary Expenditures Object Name (Ex)	Object Type Name (Ex) 1000 - Personal Services	2000 - Travel	3000 - Services	Grand Total
1011 - Regular Compensation	66,665.55			66,665.55
1014 - Overtime	593.92			593.92
1016 - Other Premium Pay	30.50			30.50
1023 - Leave Taken	12,473.75			12,473.75
1028 - Alaska Supplemental Benefit	4,894.45			4,894.45
1029 - Public Employee's Retirement System Defined Benefits	4,206.28			4,206.28
1030 - Public Employee's Retirement System Defined Contribution	3,328.08			3,328.08
1034 - Public Employee's Retirement System Defined Cont Health Reim	2,107.14			2,107.14
1035 - Public Employee's Retirement Sys Defined Cont Retiree Medical	690.78			690.78
1037 - Public Employee's Retirement Sys Defined Benefit Unfnd Liab	9,441.28			9,441.28
1040 - Group Health Insurance	22,008.09			22,008.09
1042 - Worker's Compensation Insurance	638.92			638.92
1047 - Leave Cash In Employer Charge	2,537.93			2,537.93
1048 - Terminal Leave Employer Charge	556.63			556.63
1053 - Medicare Tax	1,117.89			1,117.89
1077 - ASEA Legal Trust	69.25			69.25
1079 - ASEA Injury Leave Usage	14.88			14.88
1080 - SU Legal Trst	4.81			4.81
2000 - In-State Employee Airfare		465.99		465.99
2001 - In-State Employee Surface Transportation		34.80		34.80
2002 - In-State Employee Lodging		277.20		277.20
2003 - In-State Employee Meals and Incidentals		150.00		150.00
2005 - In-State Non-Employee Airfare		1,642.73		1,642.73
2007 - In-State Non-Employee Lodging		1,940.40		1,940.40
2008 - In-State Non-Employee Meals and Incidentals		907.20		907.20
2009 - In-State Non-Employee Taxable Per Diem		208.00		208.00
2010 - In-State Non-Employee Non-Taxable Reimbursement		247.08		247.08
2012 - Out-State Employee Airfare		851.50		851.50
2013 - Out-State Employee Surface Transportation		92.60		92.60
2015 - Out-State Employee Meals and Incidentals		753.00		753.00
2016 - Out-State Employee Reimbursable Travel Costs		30.00		30.00
2020 - Out-State Non-Employee Meals and Incidentals		1,310.25		1,310.25
2022 - Out-State Non-Employee Non-Taxable Reimbursement		1,693.11		1,693.11
2970 - Travel Cost Transfer		(3,548.65)		(3,548.65)
3002 - Memberships			14,110.00	14,110.00
3035 - Long Distance			5.34	5.34
3045 - Postage			17.65	17.65
3046 - Advertising			139.58	139.58
3085 - Inter-Agency Mail			404.47	404.47
3088 - Inter-Agency Legal			1,628.56	1,628.56
Grand Total	131,380.13	7,055.21	16,305.60	154,740.94

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

Summary of All Professional Licensing
Schedule of Revenues and Expenditures

Board of Architects, Engineers, and Land Surveyors											
	FY 16	FY 17	Biennium	FY 18	FY 19	Biennium	FY 20	FY 21	Biennium	FY 22	FY 23 1st QTR
Revenue											
Revenue from License Fees	\$ 1,312,092	\$ 201,239	\$ 1,513,331	\$ 909,305	\$ 161,305	\$ 1,070,610	\$ 932,985	\$ 146,310	\$ 1,079,295	\$ 957,475	\$ 31,810
General Fund Received							\$ -	\$ -	\$ -	\$ 17,581	\$ -
Allowable Third Party Reimbursements	6,302	13,376	19,678	13,692	10,892	24,584	\$ 4,143	\$ -	4,143	\$ 1,375	\$ 2,125
TOTAL REVENUE	\$ 1,318,394	\$ 214,615	\$ 1,533,009	\$ 922,997	\$ 172,197	\$ 1,095,194	\$ 937,128	\$ 146,310	\$ 1,083,438	\$ 976,431	\$ 33,935
Expenditures											
Non Investigation Expenditures											
1000 - Personal Services	230,912	151,062	381,974	179,399	201,499	380,898	173,287	159,806	333,093	172,213	47,038
2000 - Travel	35,307	32,347	67,654	29,385	26,313	55,698	15,812	2,110	17,922	15,391	620
3000 - Services	70,609	38,839	109,448	45,487	59,467	104,954	35,084	43,162	78,246	41,295	5,091
4000 - Commodities	1,221	631	1,852	499	27	526	30	-	30	-	-
5000 - Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Total Non-Investigation Expenditures	338,049	222,879	560,928	254,770	287,306	542,076	224,213	205,078	429,291	228,899	52,749
Investigation Expenditures											
1000-Personal Services	94,056	136,643	230,699	110,690	121,182	231,872	71,024	75,160	146,184	55,524	17,752
2000 - Travel	-	-	-	-	-	-	-	-	-	-	-
3023 - Expert Witness	-	-	-	-	-	-	-	-	-	-	-
3088 - Inter-Agency Legal	-	-	-	-	-	-	-	1,996	1,996	85	-
3094 - Inter-Agency Hearing/Mediation	-	134	134	58	-	58	-	-	-	-	-
3000 - Services other	-	-	-	-	670	670	208	429	637	15	-
4000 - Commodities	-	-	-	-	-	-	-	-	-	-	-
Total Investigation Expenditures	94,056	136,777	230,833	110,748	121,852	232,600	71,232	77,585	148,817	55,624	17,752
Total Direct Expenditures	432,105	359,656	791,761	365,518	409,158	774,676	295,445	282,663	578,108	284,523	70,501
Indirect Expenditures											
Internal Administrative Costs	216,777	183,444	400,221	-	176,749	176,749	187,122	160,058	347,180	207,091	51,773
Departmental Costs	68,567	103,670	172,237	-	96,635	96,635	66,632	61,722	128,354	68,456	17,114
Statewide Costs	19,550	33,286	52,836	-	32,978	32,978	32,186	32,250	64,436	28,626	7,157
Total Indirect Expenditures	304,894	320,400	625,294	-	306,362	306,362	285,940	254,030	539,970	304,173	76,044
TOTAL EXPENDITURES	\$ 736,999	\$ 680,056	\$ 1,417,055	\$ 365,518	\$ 715,520	\$ 1,081,038	\$ 581,385	\$ 536,693	\$ 1,118,078	\$ 588,696	\$ 146,545
Cumulative Surplus (Deficit)											
Beginning Cumulative Surplus (Deficit)	\$ 743,460	\$ 1,324,855		\$ 859,414	\$ 1,416,893		\$ 873,570	\$ 1,229,313		\$ 838,930	\$ 1,226,665
Annual Increase/(Decrease)	581,395	(465,441)		557,479	(543,323)		355,743	(390,383)		387,735	(112,610)
Ending Cumulative Surplus (Deficit)	\$ 1,324,855	\$ 859,414		\$ 1,416,893	873,570		\$ 1,229,313	\$ 838,930		\$ 1,226,665	\$ 1,114,055
Statistical Information											
Number of Licenses for Indirect calculation	8,785	7,847		8,152	7,331		7,488	7,386		8,122	-
Additional information:											
• Fee analysis required if the cumulative is less than zero; fee analysis recommended when the cumulative is less than current year expenditures; no fee increases needed if cumulative is over the current year expenses *											
• Most recent fee change: New fee added FY20											
• Annual license fee analysis will include consideration of other factors such as board and licensee input, potential investigation load, court cases, multiple license and fee types under one program, and program c											

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

Sum of Budgetary Expenditures	Object Type Name (Ex)			
Object Name (Ex)	1000 - Personal Services	2000 - Travel	3000 - Services	Grand Total
1011 - Regular Compensation	33,041.61			33,041.61
1014 - Overtime	389.45			389.45
1023 - Leave Taken	6,966.56			6,966.56
1028 - Alaska Supplemental Benefit	2,478.93			2,478.93
1029 - Public Employee's Retirement System Defined Benefits	619.12			619.12
1030 - Public Employee's Retirement System Defined Contribution	2,008.59			2,008.59
1034 - Public Employee's Retirement System Defined Cont Health Reim	1,320.70			1,320.70
1035 - Public Employee's Retirement Sys Defined Cont Retiree Medical	417.03			417.03
1037 - Public Employee's Retirement Sys Defined Benefit Unfnd Liab	5,649.06			5,649.06
1040 - Group Health Insurance	9,390.38			9,390.38
1042 - Worker's Compensation Insurance	323.44			323.44
1047 - Leave Cash In Employer Charge	1,404.44			1,404.44
1048 - Terminal Leave Employer Charge	160.03			160.03
1053 - Medicare Tax	569.74			569.74
1077 - ASEA Legal Trust	32.56			32.56
1079 - ASEA Injury Leave Usage	14.88			14.88
1080 - SU Legal Trst	3.49			3.49
2009 - In-State Non-Employee Taxable Per Diem		32.00		32.00
2022 - Out-State Non-Employee Non-Taxable Reimbursement		587.85		587.85
3002 - Memberships			5,000.00	5,000.00
3046 - Advertising			90.92	90.92
Grand Total	64,790.01	619.85	5,090.92	70,500.78

Dear board members and staff:

Recently, additional guidance was provided by LAW regarding workgroups of governmental boards and commissions. Below is a review of common board-sanctioned subdivisions, how they should be used, and when they must be publicly noticed. There are many criteria regarding formations of these groups, so boards and staff should be mindful of *all* these aspects when creating these types of teams and when planning their meetings. When in doubt, ask!

1. Committees of the board

- a. Are comprised exclusively of board members
- b. Are usually formed as standing committees to work through regular or recurring business of the board prior to presentation for board action
- c. Are advisory and do not act on behalf of the board
- d. Must be publicly noticed in the same manner as a board meeting

Examples: AELS Outreach Committee – meets periodically to discuss ongoing stakeholder outreach; AELS Legislative Liaison Committee – meets periodically to discuss ongoing legislation or legislative proposals affecting the board

2. Subcommittees of the board

- a. Are comprised exclusively of board members
- b. Are usually not standing committees—they serve to examine a short-term or finite issue or problem, like a task force
- c. Should be created by the board and include clear objectives and timelines for completion of their work
- d. Are advisory and do not act on behalf of the board
- e. Must be publicly noticed in the same manner as a board meeting

Example: REC Teams Disclosure Subcommittee – met several times to work on updates to the forms and regulations relating to legal disclosures

3. Workgroups of the board

- a. May include public persons
- b. Serve to examine a short-term or finite issue or problem, like a task force
- c. Should be created by the board and include clear objectives and timelines for completion of their work
- d. Are advisory and do not act on behalf of the board
- e. Do not require public notice unless more than three or a majority of board members, whichever is less, are serving
- f. *May* be publicly noticed if public comment is solicited or if the group desires a highly transparent process

Examples: GUI Concession Program Workgroup – meets regularly through 2023 with representatives from other state agencies and industry to develop plans for legislative proposal in 2024; MED Physician Assistant Workgroup – meets regularly with non-board stakeholders to review and suggest updates to physician assistant regulations

To put this guidance into context, here is a link to the to the Open Meetings Act. Sections relevant to this guidance are highlighted below. Be sure to read the law in its entirety for full and accurate comprehension.

AS 44.62.310. Government meetings public.

(h) In this section,

(1) “governmental body” means an assembly, council, board, commission, committee, or other similar body of a public entity with the authority to establish policies or make decisions for the public entity or with the authority to advise or make recommendations to the public entity; “governmental body” includes the members of a subcommittee or other subordinate unit of a governmental body if the subordinate unit consists of two or more members;

(2) “meeting” means a gathering of members of a governmental body when

(A) more than three members or a majority of the members, whichever is less, are present, a matter upon which the governmental body is empowered to act is considered by the members collectively, and the governmental body has the authority to establish policies or make decisions for a public entity; or

(B) more than three members or a majority of the members, whichever is less, are present, the gathering is prearranged for the purpose of considering a matter upon which the governmental body is empowered to act, and the governmental body has only authority to advise or make recommendations for a public entity but has no authority to establish policies or make decisions for the public entity;

Please let me know if you have any questions or concerns.

Sara Chambers

*Boards and Regulations Advisor
Alaska Department of Commerce, Community, and Economic Development
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Alaska State Board of Registration for Architects, Engineers and Land Surveyors

GUIDANCE MANUAL

*on laws governing architecture, engineering, land surveying, &
landscape architecture*

August 2022 Edition

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

This manual is updated periodically. The most recent version is available on the AELS website: ProfessionalLicense.Alaska.gov/BoardofArchitectsEngineersLandSurveyors.aspx

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PURPOSE

Published by the Alaska State Board of Registration for Architects, Engineers, and Land Surveyors (AELS), the intent of this guidance manual is to provide aid to those seeking to understand the laws that govern architecture, engineering, land surveying, and landscape architecture. The intended audiences of this publication include government, building, planning, and public officials as well as architects, engineers, land surveyors, and landscape architects.

The Alaska Statutes, Regulations, Municipal Building and Zoning Codes, and Ordinances will take precedence over any conflict with information contained in this manual. Contact information for the AELS Board, State Fire Marshal's Office, and Offices of Building and Planning Officials is included in this document.

INTRODUCTION

Professional registration laws (statutes) work together with regulations, building and zoning codes, and ordinances to protect the public's health, safety, and welfare. Jurisdictions and boards, such as the AELS Board, exist to protect the public from harm created by unprofessional practice. This harm may be in the form of unsafe structures, hazardous site conditions, dangerous road design, wasted public money, or other perilous 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 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 scope of the services provided is broad and diverse in the built environment. The public is protected through compliance with these laws 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 addresses professional activities found within the Alaska Statute as well as recommended minimum practices and AELS Board policies. Information found within this manual aims to address frequently asked questions without modification to any statutory requirements.

Architects, 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, permits, and to address requirements that may vary between jurisdictions.

DEFINITIONS OF PRACTICE

Practice includes consultation, evaluation, planning, design, the preparation and filing of plans, drawings, specifications, and other contract documents, the administration of contracts pertaining to projects principally directed at the safe functional and aesthetic use, and the conservation and integration of natural and built environments.

For this section, the definition of design is referenced in 12AAC 36.990 (5). Planning and design mean the consideration and application of technical and/or aesthetic principles to provide solutions to a problem or project.

AS 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; (see *Common Services Provided* section for additional information)

(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.

In regards to "outdoor play apparatus," per AS 08.48.281, another design professional may practice landscape architecture if the services being performed by the person are within the scope of practice authorized by another license that is held by the person, and it is within the registrant's area of expertise. Historically, architects and civil engineers prepared site plans, including sites that contain playground equipment, and may design playgrounds. Regardless of whether the designer is an architect, civil engineer, or landscape architect, he or she should have the education and experience with playgrounds to be qualified to design them.

EXEMPTIONS

Unless specifically exempt under AS 08.48.331 all projects (public, commercial and private) that require the involvement of architects, engineers, land surveyors and landscape architects, must utilize Alaska registered professionals in positions of responsible charge¹.

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

¹ "Responsible charge" means the direct control and personal supervision of work (per AS 08.48.341(20)).

- (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 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.

Additional Clarification on AS 08.48.331(a)(10) Industrial Exemption:

AS 08.48.331(a)(10) contains certain limitations and should not be interpreted as a blanket exemption. Unlicensed individuals, regardless of their employer, are not authorized to design buildings or other structures whose primary use is public occupancy, nor are they authorized to provide professional services to the public. Based on these limitations, qualified organizations may design, using their own employees (licensed or not), their general system; however, the connection from that system to another entity's property must be designed by an Alaska licensed professional, otherwise the designing organization would be providing engineering, architectural, land surveying, and/or landscape architectural services to the public.

Land surveys and legal descriptions that relate to property rights always require the use of licensed land surveyors. The industrial exemption (AS 08.48.331(a)(10) explained above does not apply to land surveys and legal descriptions because the location of easements and similar land rights² impacts the adjoining properties.

² A common analogy compares a parcel's land rights as a bundle of sticks. Each stick representing a right of use that assigns one stick the right to occupy the property, a second stick the right to build a structure on the property, a third stick the right to landscape the property, and so forth. In this example and as commonly occurs, a public utility may have a utility easement which gives them two sticks that represent their rights to construct and maintain utility lines on or within that easement.

COMMON SERVICES PROVIDED

Commented [NSJ(1): August 2022 – New images for all license types added

The following descriptions reference general areas of responsibility for architects, engineers, land surveyors, and landscape architects. These descriptions are not all-inclusive and are intended to give general guidance that more fully defines the professional field of practice for each discipline.

The Architect

General areas of responsibility for architects are based 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 appropriate, sustainable, and cost effective. The result of the architect's professional service shall contribute to the physical, sociocultural, and emotional wellbeing of the public.



The following list provides examples of professional services that architects typically provide:

- Overall Project Management: design team coordination and interface with Owner and/or Contractor, construction management and inspection; project planning and programming; scheduling; cost estimating; application of federal, state, and local design standards.
- Site Layout: analysis of site options for purposes of site selection; analysis of specific site features for proposed development; land use laws; building layout impacts on the site.
- Building Codes and Fire Safety: occupancy groups and intended uses; types of construction; occupant loads; application of specific code requirements as they pertain to design features; barrier-free access; fire ratings and assemblies; product and material specifications; specialized functions and operations such as hazardous materials; abatement of hazardous materials.
- Building Circulation and Egress: corridors; travel distances; exits and exit widths; door systems; roof access; stairways, escalators, and elevator requirements; vestibules; signage.
- Space Planning: furniture and partition systems; built-in casework and fixtures; sound attenuation and transmission; detailed knowledge of building types (schools, hospitals, recreation facility, etc.) and specialized detailed knowledge of all spaces within that building type.
- Materials Selection: appropriate interior and exterior finish materials; wall and floor construction systems;

- Energy and Sustainability: building envelope systems and assemblies including insulation and vapor barriers; recycled materials; construction solid waste streams; coordination and integration of systems by other design professionals.

The Engineer

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, listed below in alphabetical order, are identified by their two-letter abbreviations. Engineers shall enter their branch abbreviation within the seal on stamped documents below their signature and preceding their registrant number as stipulated in 12 AAC 36.180(b) SEAL:

AG – Agricultural

CE – Civil

EE – Electrical

FP – Fire Protection

ME – Mechanical

EM – Mining and Mineral Processing

NU – Nuclear

SE – Structural

EC – Chemical

CS – Control Systems

EV – Environmental

IN – Industrial

MM – Metallurgical and Materials

NM – Naval Architecture and Marine

EP – Petroleum

Examples for all disciplines except Structural:



Example for Structural:



12 AAC 36.205: A person who holds a current certificate of registration as an engineer in the State of Alaska may practice in that branch/those branches of engineering, as defined in 12 AAC 36.990(a), even if the engineering practice includes activities that are included in another branch of engineering defined in 12 AAC 36.990(a).

The following section includes further explanations of the general areas of responsibility for each of the above branches. The descriptions are not all-inclusive but intended to give general guidance on the Scope of Practice for the different branches of engineering.

Definitions of Professional Engineering Branches (12 AAC 36.990(a))

"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 activities³;

"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;

³ Hazardous building materials surveys and abatement work are conducted within the framework of OSHA and EPA. Those entities are the most appropriate to regulate the requirements.

"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

The Alaska statutory definition of Land Surveying covers a broad range of activities performed in support of the platting and planning of land. Those activities generally include measurement, delineating, describing, locating, subdividing, and mapping the surface of the earth and improvements thereon.



The actual statute reads:

AS Sec. 08.48.341

(7) “land surveyor” means a professional land surveyor;

(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;

While AS Sec. 08.48.341 (14) attempts to define land surveying activities in an inclusive and durable manner, the AELS board recognizes many of the regulated activities are highly complex and that the effects of these activities may not become apparent until years later.

The language does not address technology, accuracy, or generated products, however when performed in support of the platting or planning of land the following sample activities fall under the practice of land surveying per AS 08.48.341 (*note that this is NOT a complete list of covered activities*):

- Performing topographic surveys – performed using photogrammetry, LiDAR, Structure from Motion (SfM), Global Navigation Satellite System (GNSS –which includes GPS), total station, sonar, or any other measurement method
- Making topographic maps or contour maps or existing ground surfaces –digital or printed.

- Performing volumetric surveys – surveys used to determine volumes regardless of the measurement method (see topographic surveys)
- Mortgage/as-built surveys – these show the relationship between improvements and property boundaries
- Using a drone (UAV/UAS) to take photos used to produce maps or other data products for the platting or planning of land
- Taking photos to produce maps or other data products (regardless of where the camera is mounted) for the platting or planning of land
- Collecting scan data (LiDAR) of land or improvements regardless of where the scanner is mounted for the platting or planning of land
- Performing hydrographic surveys – measurements to determine the location of the land or improvements under the water;
- Preparing Site Plans - these may also include information that falls under the practice of engineering, where the site plan shows both boundaries or control and civil design, the sheet must be sealed by both the land surveyor and engineer in responsible charge for their respective work
- Preparing Survey Control Sheets – maps showing survey control to be used to place improvements
- Publishing GIS webpages showing property lines overlaid on an aerial image
- Establishing the elevation of a building
- Producing elevation information for a Federal Emergency Management Agency (FEMA) Elevation certificate.
- Writing a metes and bounds legal description
- Preparing a map showing easements or property boundaries
- Preparing a map/plan showing the proposed improvements (limits of excavation, luminaires, storm drain improvements, etc.) and the property/right-of-way lines, where a plan shows both boundaries or control and civil design, the sheet must be sealed by both the land surveyor and engineer in responsible charge for their respective work
- Determining right-of-way impacts for proposed improvements
- Creating parcel maps/exhibits for the acquisition of land
- Creating a shore fisheries plat
- Locating the position of wetland limits (as marked by a wetlands scientist or other qualified professional)
- Using a GNSS/GPS device to control the operation of grading machinery
- Developing machine control models for land development (buildings, parking lots, roads, etc.)

The following activities fall under the definition of land surveying, and must be performed by, or under the direct supervision of a registered land surveyor in Alaska:

- The platting of land is making maps or plans of land describing the land and its features. This does not include generalized maps made to orient end users

- e.g. road maps, maps showing the general location of features (such as a map for park users), maps showing the location of exits in a building do not need to be prepared by a licensed land surveyor.

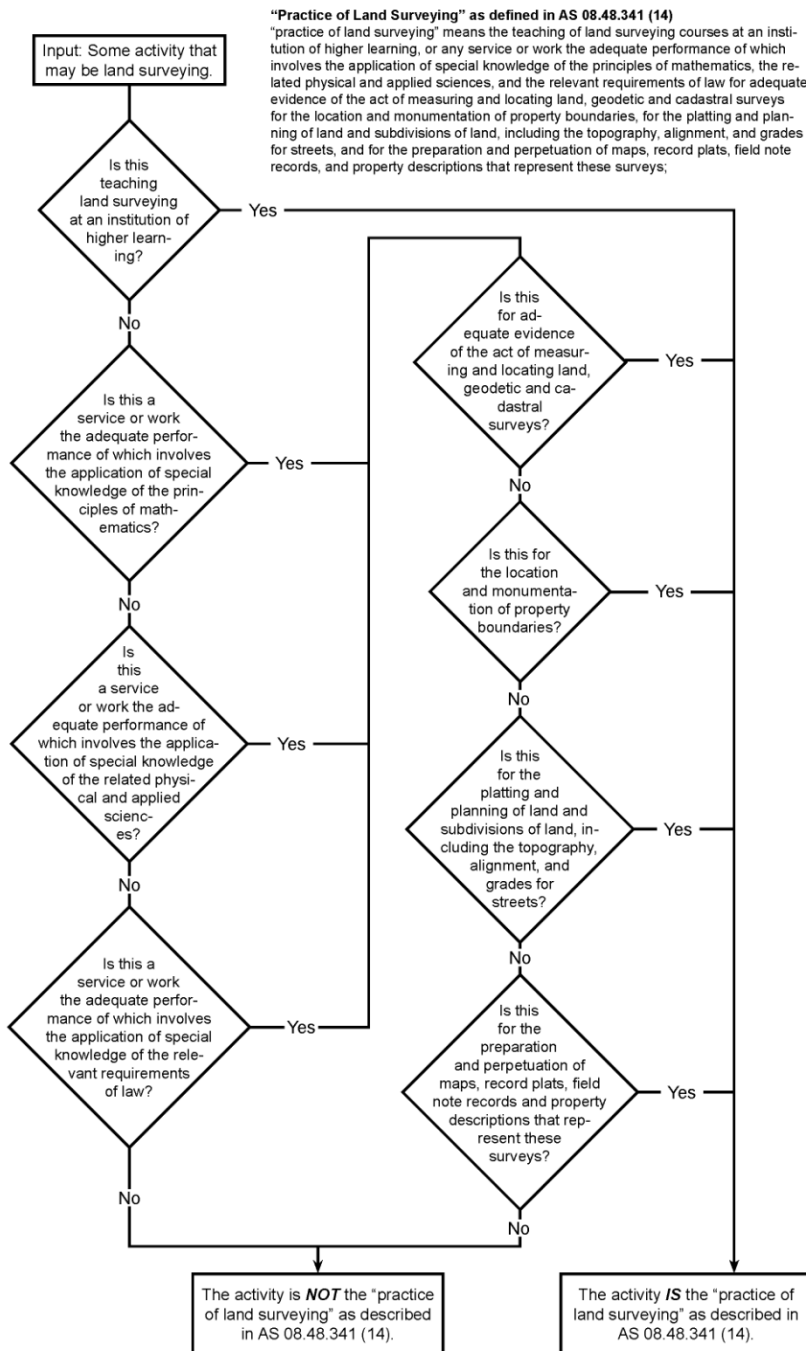
Additionally, the Preparation of Orthophotos and Orthomosaic Imagery may fall under the definition of land surveying when prepared for use in activities described in AS 08.48.341(14) such as:

1. measuring and locating land
2. platting and planning of land
3. preparation of topographic maps

If the use is limited to activities that are included in AS 08.48.341(14), then the orthomosaic imagery must be prepared by or under the supervision of a land surveyor registered in Alaska. 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.

If the use is outside of these activities, a registered land surveyor may not be required. 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.

The flowchart on the following page is intended to assist in determining if an activity falls under AS 08.48.341(14) practice of land surveying. An 11X17 version of the Practice of Land Surveying Flowchart is available under the Land Surveyors section of the [AELS FAQs](#) webpage.



The Landscape Architect

The general areas of responsibility for landscape architects based on the statutory definitions of landscape architecture is not all-inclusive but rather, 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 Planning
 - g. Regional Planning
 - 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 Furnishings and Amenities
 - i. Recreational Facilities including Children's Play Apparatus
 - j. Outdoor landscape structures
 - k. Wetland and Wildlife Habitat Mitigation/Restoration
 - l. Soil Stabilization
 - m. Bio-infiltration, Green Infrastructure, and Low Impact Development
 - n. Urban Design

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 CONSTRUCTION DOCUMENTS

Drawings and Specifications

Drawings and specifications prepared for bidding and construction are often submitted to building, planning and public safety officials. They must clearly show enough detail to sufficiently meet the needs of the project, including reviews by authorities having jurisdiction (AHJs). The required drawings will depend on the size, nature and complexity of the project, as well as requirements of owners and AHJs. Specifications may be included on the Drawings or in booklet form. These further define construction components, materials, and expectations for construction quality, finishes, and pertinent equipment. Schedules may be incorporated in the Project Manual instead of on Drawings.

Examples of elements of Construction Documents (often called Contract Documents) that may be part of typical site development, building and utilities projects are listed in Appendix A. Construction projects that may require architectural, engineering, and surveying services appear in many forms, sizes, and complexities. **The list provided in Appendix A should not be considered a model list for all projects, but many projects will have at least some of these elements in them.**

Project Changes

The responsible design professional often works with Owners' Representatives, contractors, suppliers, and authorities having jurisdiction regarding significant changes throughout bidding, construction, start-up, and documentation. The design professional may process and provide revised drawings, calculations, and other appropriate documents.

SEALING PROFESSIONAL WORK

Registered design professionals are responsible for their services. The public relies on this expertise. So, many work products, such as drawings, specifications, and calculations, must clearly identify the professional who prepared them.

Alaska statutes, regulations, applicable codes, and local governments require that certain work products be sealed by the Alaska registrant who prepared or had responsible charge for them. Additionally, the International Building Code as adopted by 13 AAC 50-55 contains this requirement. The State Fire Marshal or other designated building official often require drawings with a design professional's seal, as appropriate. Alternatively, the preparer must note on the drawings or building permit applications the reason for the lack of a seal, including the exemption under state law (AS 08.48.331).

When to Seal and Sign

When document sealing is required, all final documents must include a seal, a signature, and a date. These work products must be sealed and signed as specified in 12 AAC 36.185(a)(3). Additionally, per 12 AAC 36.185(g), the registrant must include on these documents its business name, physical address, and telephone number; project name or identification; project address or location; and certificate of authorization number, if applicable.

Sign over the seals and insert dates manually or electronically within the seals or within 2-inches. Seals must be large enough so text within them is legible. A digital signature may be used over the seal. This means a digital code, generated and authenticated by public-key encryption, which is attached to an electronically transmitted document to verify its contents and the sender's identity. This does not prohibit the registrant from placing an original wet seal or seal impression and an original signature. The registrant must maintain the security of the electronic signature consistent with maintaining the protection of its seal. If an original signature is used, the registrant or the owner of the document must retain the document.

If a document is sealed by multiple registrants for design of minor importance, identify this work on the document near the registrant's seal to identify responsibility in compliance with 08.48.221(b).

Each sheet of final drawings approved for construction must bear the signed and dated seal of the responsible design professional. Cover sheets that do not include design elements do not require a seal. AS 08.48.221 Seals states, "When a registrant issues final drawings, specifications, surveys, plats, plates, reports, or similar documents, the registrant shall stamp the documents with the seal and sign the seal." The Board discussed this statute and agreed that these documents include parcel exhibits, parcel plats, legal descriptions, and similar work products that may or may not be part of other documents.

Limited to Professional Expertise

Design professionals may provide services only within their area of expertise. Sealing documents for which a registrant does not have the expertise and registration is a violation of AS 08.48 and 12 AAC 36.185(a)(1). A registrant must not seal work performed by others unless it was prepared under its responsible charge. In addition, the sealing, signing and dating of documents by a person not registered in the State of Alaska is a violation of AS 08.48.

Clarification of Registration Numbers

For alpha-numeric license numbers, the board advises engineering registrants to use the two letter, branch of engineering identification and only the numeric portion of their license number on their seal. For example AELC1234, would be CE 1234 versus CE AELC1234.

These are additional directions for sealing and signing documents:

Preliminary Documents do not require sealing and signing. If they are sealed, they must be clearly identified as Preliminary or Draft Documents.

Record Drawings⁴ show actual construction, which may be different from what was originally designed and approved for construction. They are not required for all projects but may be required by contract or regulation. Sometimes record drawings are produced solely from contractor or owner-supplied information. When they are produced from information provided by others, a standard practice for the design professional is to make changes to the original design drawings from red line mark-ups, without resealing them, and provide a disclaimer that the drawing was produced from information provided by others. The professional may offer an opinion on the validity or accuracy of the mark-ups. At other times record drawings are produced from information compiled by a professional during its inspection or construction observation and resealing documents may be required by contract or regulation. That is an acceptable practice.

As-Built Surveys are prepared after construction to re-establish horizontal and vertical control points, locate structures and improvements, and show dimensions. Also referred to as Works-as-Executed by the Contractor, these documents do not always require stamping and signing. As-Built surveys that show improvements in relation to the property boundaries are required to be stamped and signed.

Mortgage Surveys, often erroneously called “As Builts”, show improvements and other site features relative to property boundaries. These documents always require stamping and signing.

Standard details are intended to be used in multiple projects with little or no change, and the appropriateness of their inclusion into a particular project is the responsibility of the engineer of record for that project. The registrant who initially designed the detail is responsible for including limitations of the detail’s application.

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, other required reports, and stand-alone specifications 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 to show how a particular aspect of the work is to be fabricated and installed. Shop and field drawings are not contract documents and are not prepared by a design professional. These drawings demonstrate how an aspect of the work will satisfy the contract documents by completing the information cycle between

Commented [NSJ(2): Nov 10

Edited to read - When record drawings are generated from information obtained from the contractor or others and may not be the product of inspections performed by the design professional
REPLACED

When record drawings are generated from information obtained solely from the contractor, and not the product of inspections performed by the design professional

October 19

REPLACED:

Record drawings are not final documents, but rather statements regarding what has been installed. Record drawings are typically produced from contractor-supplied information to 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. Some engineers leave the original stamp from the issuance of the drawings for construction on the record drawings along with the disclaimer that it was produced from contractor provided information. Record drawings should not have a new signed and dated stamp, unless the changes in construction have been directly overseen by the licensed professional.

⁴ This section is not referring to “Record of Survey” drawings as defined under AS 34.65.030 Records of Survey: After making a survey in conformity with the practice and definition of land surveying, a land surveyor shall record with the district recorder a record of the survey within 90 days if the survey discloses

- (1) material evidence or physical change that in whole or in part does not appear on a plat of record previously filed or recorded in the office of the district recorder or in the records of the Bureau of Land Management;
- (2) a material discrepancy with a plat of record previously filed or recorded in the office of the district recorder or in the records of the Bureau of Land Management; or
- (3) evidence that by reasonable analysis might result in alternate positions or boundaries from those of record.

drawings prepared by licensed professionals and the actual construction. Shop 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.

Certificates of Authorization

Joint Ventures - if one of the two or more entities have a certificate of authorization the joint venture is not required to get a certificate of authorization. For more information on Certificates of Authorization for other entities, please refer to AS 08.48.241.

Site Adaptation & Field Alterations of Sealed Documents

Except as specified in 12 AAC 36.195, 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. In Alaska, a registrant may site adapt or field alter 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. site 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.

APPENDIX A

GUIDELINES FOR CONSTRUCTION DOCUMENTS

Drawings prepared for bidding and construction, which are often submitted to building, planning and public safety officials should show the project sufficiently for construction. The required drawings depend on the type, size, and complexity of a project and requirements of the Owner and authorities having jurisdiction. Building construction drawing packages may include many of the listed drawings and are often accompanied by specifications. These may be packaged as a separate document, but on smaller and less complex projects they may be incorporated into the drawings. **This list is presented as an example only and should not be interpreted as either a minimum or appropriate standard.**

Cover and General Information

The cover and following sheets may contain the following information:

1. Project identification
2. Project address and location map including legal description
3. Identification of all design professionals
4. Design/Code Criteria:
 - a. Legend, abbreviations, notes, key maps
 - b. Land use zone/setback requirements/parking requirements
 - c. Applicable local, state, and/or federal design standards
 - d. Relevant code information. Including:
 - a. Occupancy group/separation requirements
 - b. Construction type
 - c. Height and number of stories
 - d. Square footage/allowable area of each occupancy by floor
 - e. Occupant load
 - f. Exiting requirements
 - g. Design loads including seismic/wind zones
 - h. Fire sprinklers/standpipes
 - i. Special Inspection requirements

Survey Control

Contains the information required to relate the proposed improvements to their intended real-world location, with horizontal and vertical control and datums and datums identified.

Land Survey/Plot Plan/Boundary Survey

This sheet should show the surveyed boundary of land with existing structures, easements, and setbacks.

Site Plan

These plans should include the existing conditions and proposed features:

1. property lines
2. streets
3. utilities
4. easements
5. encroachments*
6. setbacks
7. any existing buildings or structures
8. the proposed structure
9. proposed utility services
10. required parking,
11. drainage and grading information (referenced to finish floor and adjacent streets)
12. drainage inflow and outfall locations
13. any areas required to be maintained for drainage purposes

*Encroachments are facilities owned by others that exist partially, or completely, on the subject parcel.

Landscape Plan

These plans should include:

1. vegetation management
2. site layout
3. aesthetics of overall project design
4. site circulation, access, and exiting
5. recreation facilities including playground structures
6. landscape grading and drainage including green infrastructure, bio infiltration, and/or Low Impact Development
7. new plantings
8. plant schedule
9. site furnishings and amenities
10. landscape irrigation
11. irrigation schedule
12. environmental impacts
13. barrier free routes and design

Building Plans

These plans may include floors, basements, and roofs, and may incorporate:

1. rooms with their intended uses identified
2. dimensions and locations of elements such as openings, vertical circulation components, casework, fixtures
3. door and window schedules
4. fire assemblies, fire barriers, draft stops, and fire rescue areas

5. area and occupancy separations
6. exterior and interior finishes
7. wall, floor, ceiling, and roof assemblies
8. extent of demolition for existing buildings

Exterior Elevations

These should show all building elevations and indicate building materials.

Building and Wall Sections

These should show materials of construction, and details of assemblies, including penetrations

Structural Plans

Plans depicting the foundation, walls, slabs, decking, joists, beams, girders, columns, frames, and other systems that make up a structure:

1. general notes sheet presenting design criteria including applicable codes, design loads, and material properties
2. foundation drawings depicting the size and layout of the foundation
3. framing plans (and elevations, where necessary) depicting the structural systems that resist vertical and lateral loads
4. design details providing clarity to the installation and interaction of the various structural systems.
5. Schedules for concrete reinforcing, steel connections, plywood shear wall nailing and holdowns and other elements.

Mechanical

HVAC systems may include units, unit sizes, mounting details, ductwork and duct sizes. Indicate fire dampers (where required) and provide equipment schedules.

Plumbing

These systems may include:

1. fixtures
2. piping
3. slopes
4. materials
5. fitting types (DWV type fittings, etc.)
6. sizes
7. point of connections to site utilities
8. size and pressure
9. utility lines size and water pressure

Electrical System

These should show:

Provide adequate plans, including demolition, existing conditions, new work, legends, details, diagrams, etc. to clearly define the work to be accomplished. The drawings should be clear and consistent in presentation and format and if a scale is used it should be indicated.

1. site plans separate and distinct from other site plans that show utilities and electrical site features. Include profiles as needed for ductbanks or other below grade utilities.
2. lighting plans and fixture schedules
3. power plans
4. grounding plans
5. communications plans
6. lightning protections plans
7. riser diagrams
 - a. power one-line riser diagrams
 - i. metering
 - ii. protective relaying
 - iii. bus information
 - iv. feeders
 - v. conduits
 - vi. PT's
 - vii. CT's
 - viii. capacitors
 - ix. transformers
 - x. panelboards
 - b. telecommunications riser diagram
 - i. service entrance cable and duct
 - ii. entrance protector assemblies
 - iii. connections to outside cable plant
 - iv. cross-connects
 - v. telecommunications outlets
 - vi. cable for building backbone and horizontal distribution system
 - vii. pathway
 - viii. telecommunications grounding system
 - c. specialty system riser diagrams (nurse call, intercom, paging, etc)
 - d. fire alarm riser diagram
8. panel schedules that reflect the actual circuit breaker and bus arrangement and include the following:
 - a. panelboard designation
 - b. voltage
 - c. phase
 - d. frequency (if other than 60 Hz)
 - e. main amperes
 - f. main breakers or lugs only

- g. surface or flush mounting
 - h. minimum interrupting rating
 - i. circuit number, wire size, breaker trip, load in amperes, and identification of load associated with each branch or feeder. Please note that identification of load must be specific. For example, the directory marking should not merely indicate “lighting,” but rather “lighting, Room 102.”
 - j. total connected load
 - k. any special requirements
 - i. GFI – ground fault interrupter
 - ii. SWD – rated for switching duty
 - iii. AFCI
 - l. total number of poles
9. circuit protection requirements (ground fault, arc fault, short circuit protection, etc)
 10. details and diagrams
 11. schedules
 - a. mechanical equipment schedule showing provision for overcurrent protection, disconnect, and control of motors
 - b. door hardware
 - c. specialty systems

Utilities (water, sewer, gas, electric, telephone)

1. site plan
2. general layout
3. plan and profile sheets
4. details, schematics, perhaps including architectural, electrical, mechanical, structural, fire protection, etc.
5. geotechnical information (test pit and boring locations; a geotechnical report often accompanies a design set.

Specifications

Construction specifications are often a part of the Contract Documents. They detail work, materials, and installation required to complete a project. The specifications (specs) are an additional guide on what materials to use, how to install them, and a desired level of quality. These provide more detail on equipment, quality of work, codes, procedures, testing requirements, and many other features. Specifications often follow standard formats established by the professions. Project owners and authorities having jurisdiction also have standards that might need to be followed.

The Construction Specifications Institute (CSI) has created a specifications format called MasterFormat, which has become the dominant standard for the U.S. construction industry. This has sections and numbers to organize specs and other project information, using a standard format and in part, somewhat common language for construction specifications. Specifications may be prescriptive,

performance or proprietary, and often contain elements of each of these categories. Specifications are an important part of Contract Documents.

DRAFT

AELS CONTACT INFORMATION

For further information or assistance concerning AELS Board requirements, contact the AELS Board or the Division of Corporation, Business and Professional Licensing:

AELS Board

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550 West 7th Avenue, Suite 1500
Anchorage, AK 99501
P: 907.269.8160 (Investigator)
F: 907.269.8156

****No US mail delivery to physical address. For USPS use:***

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

Board & Division Web Addresses:

AELS Board Homepage:

ProfessionalLicense.Alaska.gov/BoardofArchitectsEngineersandLandSurveyors.aspx

AELS Statutes and Regulations

<https://www.commerce.alaska.gov/web/Portals/5/pub/aelsstatutesregs.pdf>

Registration status for individual professionals and firms may be checked by querying the Division database at: <https://www.commerce.alaska.gov/CBP/Main/>

AELS FAQs:

<https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BoardofArchitectsEngineersandLandSurveyors/FAQs.aspx>

Reporting Potential Violations

To report a potential violation or submit a complaint, contact the AELS Investigator in the Anchorage Office (contact information provided above). Please be aware anonymous complaints are NOT accepted or investigated.

STATE FIRE MARSHAL'S OFFICE

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 building codes as authorized by AS 18.70 and defined by 13 AAC 50.55.

State Fire Marshal's Office

State of Alaska

Department of Public Safety/ Division of Fire and Life Safety

5700 E. Tudor Road

Anchorage, AK 99507-1225

P: 907-269-5491

F: 907-338-4375

DRAFT

BUILDING OFFICIALS AND PERMITTING CONTACTS

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
<https://soldotna.org/>

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 and Borough 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 and Borough 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/>
(907) 262-4441
<http://www.kpb.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/>

City and Borough of Wrangell

P.O. Box 531
Wrangell, AK 99929
907-874-2381
<http://www.wrangell.com>

Borough of Petersburg

12 S Nordic Dr
Petersburg, AK 99833
907-772-(907) 772.4425
<https://www.ci.petersburg.ak.us>

Investigative Committee Meeting

Date: January 5, 2023

Agenda –

1. Redacted investigative cases for AELS outreach purposes – Spoke to senior investigators about this and unfortunately what they can release is limited, there are three
 - a. Disciplinary cases that are enacted – public records, - can provide unlimited information.
 - b. Non-Disciplinary – since it's not in public records, can't provide much, but don't release details to board for developing disciplinary matrix. Department would prefer not to release information to the board or outreach
 - c. No-action no violation – department doesn't want to release info
 - d. What we need to know:
 - i. How many investigations happened
 - ii. Then the piece we share with the crowd is the types of referrals the investigators are receiving. i.e. provide subject matters
 1. A break down on subject matter on the types of referrals.
 - iii. This information could then be used to educate the people.
 - e. Patrick to send summary on Departments recommendation for releasing information for educational purposes and Statutes that they are following that they are basing recommendation on.
2. Lapsed licenses for COA's – see attached file MBE Survey to see what other jurisdictions do
3. Discipline Matrix – Elizabeth Johnston – see attached example discipline matrix the Board of Pharmacy uses.
 - a. Committee agrees to update the disciplinary matrix
 - i. Elizabeth to complete draft disciplinary matrix and send to Patrick
 - ii. Patrick to update the Statute/ Regulation reference section, and present at the next Investigative meeting

JANUARY | 2023 | ISSUE # 1



AELS ALASKA

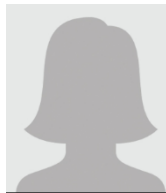
Alaska State Board of Registration for Architects, Engineers, and Land Surveyors

2023 Newsletter



Message from the Chair

The AELS Board is a working board – we are actively serving the needs of our current registrants and new license applicants. Our regular meetings are held quarterly in February, May, August, and November, but we also have committee work that keeps everyone busy year-round. Some current examples are: The Education Committee is reviewing Continuing Education requirements with the goal of streamlining and simplifying such requirements. The Outreach Committee is organizing events and improving communication with our registrants (this newsletter is one example). The Legislative Liaison Committee is reviewing applicable statutes to determine if



Catherine Fritz AIA
AELS Board Chair

COORDINATING ALASKA: HB148 MODERNIZATION

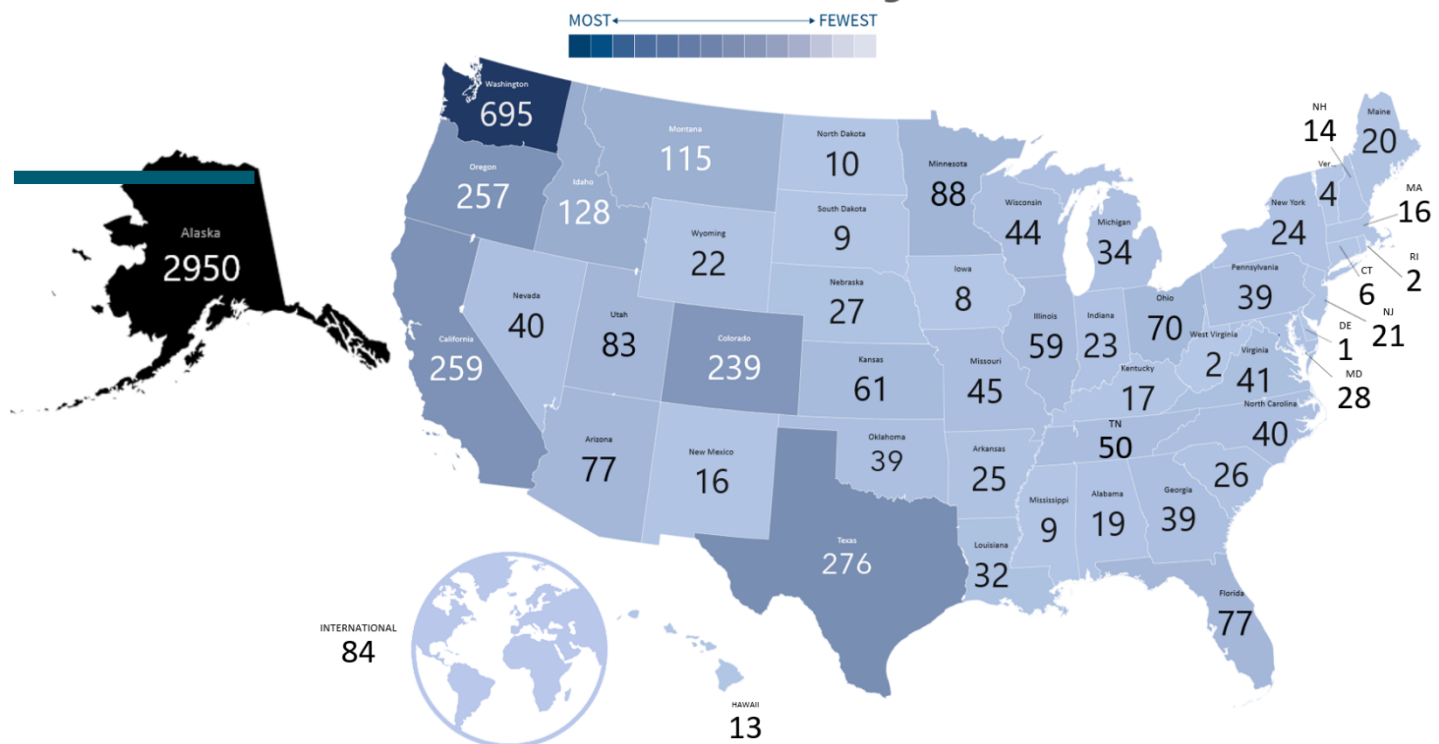
House Bill 148 “Alaska Coordinate System of 2022.” Is an amendment to Alaska Statute 38.20. The modernized coordinate system was developed by the National Geodetic Survey (NGS) and is based off satellite and gravity measurements which will provide more accurate and refined coordinates within Alaska. Although this coordinate is signed into law, the NGS has not fully released the parameters for the system but plans to have it completed in 2024 or 2025. Until the new system has been fully developed and implemented, there is no update for registrants.

an update is needed, and they are monitoring activity related to possible proposed interior design regulation.

As a multi-discipline board, we represent a broad array of practices and participate in national organizations that provide essential support. NCEES, NCARB, and CLARB write and administer the exams that Alaska utilizes (the Land Surveyor Exam is administered directly by the state of Alaska). They also maintain applicants' employment records and track accredited university programs. Alaska saves significant costs by relying on these member-board non-profit organizations to provide detailed information about each application for initial licensure or for comity. They also help ensure that Alaska's licensing of design professionals is consistent with national standards and other jurisdictions, whenever appropriate.

Each AELS Board meeting allows at least one opportunity for public testimony, and meetings are open to the public for listening except during Executive Session. Agendas are posted to the AELS website approximately two weeks before each meeting and include a zoom link to join. Note that late additions to the agenda are sometimes added that may not be on the publicly noticed version – these are reviewed at the start of the meeting and must be accepted by the Board to be included in the agenda. It is always a good idea to check in at the start of the meeting to confirm the schedule of items you may be interested in listening to and/or commenting on. You can always reach out to the Board's Executive Administrator, Sara Neal, at sara.neal@alaska.gov if you have questions or concerns about anything related to the statutes and regulations that govern your profession.

Active Licenses by State

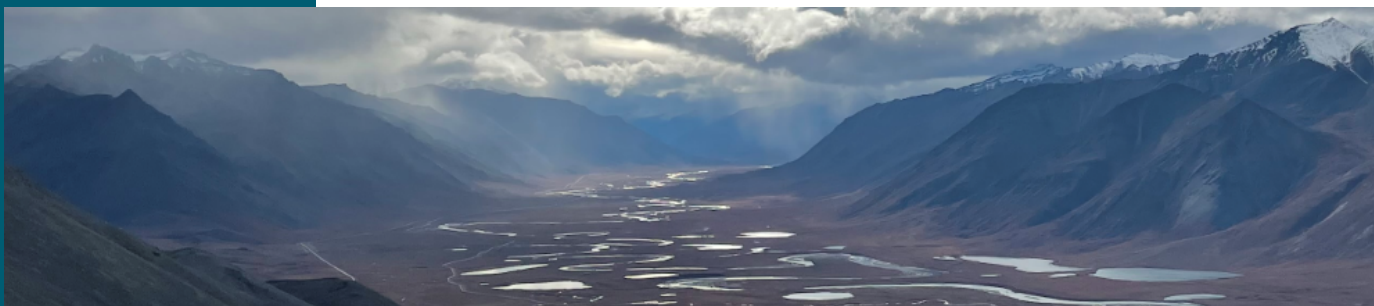


Cold Regions Design is the new Arctic Engineering

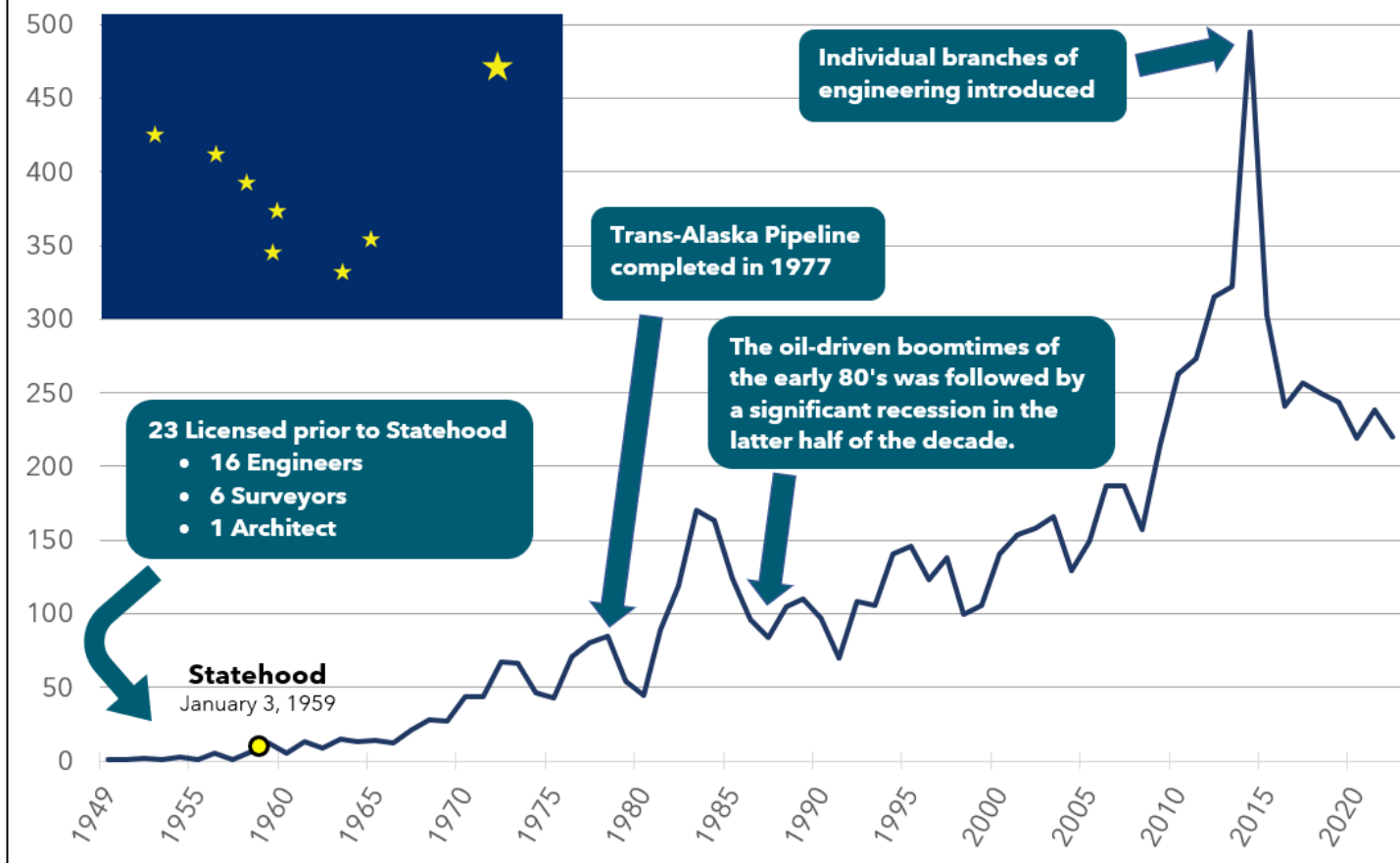
Language relating to “Arctic Engineering Course” is being revised to “Cold Regions Design Course”.

The updated terminology better relates to the intent and content of the courses offered and importance to practice in Alaska. Upon review, not all of Alaska is Arctic and not all licensed individuals are engineers. The terminology will change throughout AEELS documentation with the most notable change in 12 AAC 36.110. The change in terminology does not affect the coursework or programs that are currently offered to satisfy the requirements for regulations.”

“The AEELS Board continually clarifies and updates our regulations and guidance manuals. During this process we take public comment and current professional trends under advisement.



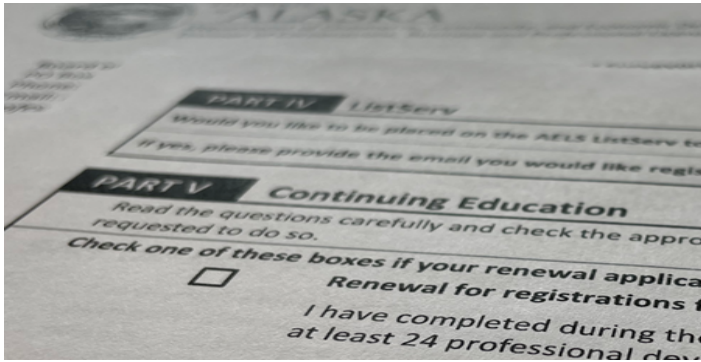
Professional Licenses Issued in Alaska by Year



Tips from the Board

Continuing Education: Don't Check That Box!

The AELS Board wants to thank all of you who diligently complete and document your continuing education. Your dedication to lifelong learning improves your effectiveness and keeps you engaged in technological improvement. You are a credit to the profession, and we are grateful for your attentiveness.



Now, it has come to our attention that not every registrant is being completely honest in reporting their continuing education when renewing their license. And by 'come to our attention', we mean that a non-trivial portion of continuing education audits are being failed.

Which brings us to the check box. When renewing your license, you have an option to check a box stating that you have completed your 24 PDHs as required. You then sign the application agreeing that everything on the application is true and correct and that any

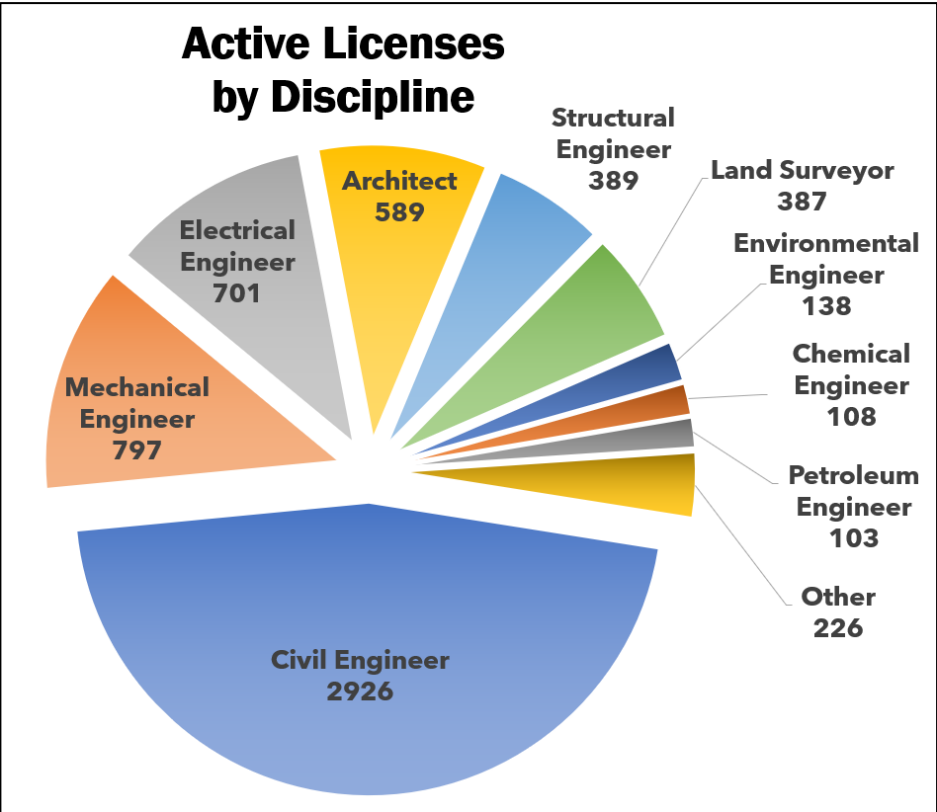
falsifications could lead to disciplinary action.

If you have not completed your 24 PDHs, please, DON'T CHECK THAT BOX!

This Board enjoys supporting the design community. This Board delights in seeing the next generation earn their professional licenses. This Board does not enjoy chastening individuals who misrepresented their continuing education on their renewal applications.

Many individuals have good reasons as to why there were unable to obtain their PDHs during the renewal period. This is fine. In fact, there is a separate check box on the renewal application specifically for this case allowing you to explain your situation and request an extension or exemption. Our Board has historically been very understanding with individuals who have taken the time to make their case. However, the time to ask for consideration is when you first apply for renewal and not when your run afoul of an audit.

This board requests that you do not put your professional license at risk and that if you are short on continuing education when you renew, DON'T CHECK THAT BOX.



Getting Involved with the Board:

How to make board business YOUR business

The Alaska State Board of Registration for Architects, Engineers, and Land Surveyors exists to protect the public interest through regulation of the professions in AS 08.48. While you may only think about the board when it's time to renew your license, there are many ways to engage with the board—and many reasons why you might want to do so:

Why should I engage with board business?

The board meets at least quarterly to discuss matters relating to practice, licensure, and enforcement of its laws. Every topic the board considers relates to professional practice, including continuing education, sealing, alignment with national standards, and responsible charge, to name a few.

When these topics arise, the board deliberates and, often, must propose a regulations project to ultimately codify its intended changes. Feedback from licensees has a profound effect on the outcome of these projects, which ultimately affects the daily professional work of licensees.

How can I engage in board business?

The simplest way to begin is by listening in to a board meeting or a meeting of a committee of the board. These are all published on the board's [web page](#) and in the state's [Online Public Notice System](#).

If you are seeking to serve on a deeper level, board membership is an exciting responsibility. Members are appointed by the governor and serve up to two four-year terms. The AELS board will have five vacant seats in early 2024. Now is an excellent time to ask whether you are being called to service in this way. Board members must be fair and impartial, willing to dig deep into the details and thoughtfully explore all angles of an issue.

Regulatory boards differ vastly from non-profit or corporate boards, so please reach out if you're interested in learning more. When you are ready to apply, the governor's [Office of Boards and Commissions](#) office can assist. We'd love to welcome you to the toughest job you'll ever love.

Sara Chambers, DCCED Boards and Regulations Advisor



AELS Board Information

Upcoming Board Meeting Schedule

February 8 – 9 in Juneau

May 10 – 11 in Anchorage

August 23 – 24 in Fairbanks

Upcoming Exam Dates

NCEES SE Exam:

April 13 – 14

October 26 – 27

AKLS Exam

TBD April

Upcoming Application Deadlines

January 9

April 10

July 24

Registration applications must be received 30 days before AELS Board meeting or processing will be delayed until the next meeting.

Contact Info

Phone: (907) 465-2550

Email: AELSboard@Alaska.Gov

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

From: [Loren Leman](#)
To: [Jesse Bjorkman](#)
Subject: Proposed revisions to AS08.48
Date: Saturday, January 7, 2023 9:41:54 PM
Attachments: [AELS Statutes Proposed Revisions, Nov 2022.docx](#)
[Explanation of proposed changes to AS 08.48 \(essentially a sectional analysis\).pdf](#)

CAUTION: This email originated from outside the State of Alaska mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Senator-elect Bjorkman,

Back in November you and I briefly discussed changes the Board of Registration for Architects, Engineers & Land Surveyors (AELS Board) would like to see made in statute. I requested that you, as chairman of the Senate Labor & Commerce Committee, consider sponsoring this legislation as a committee. You were open to that suggestion at the time and I promised to send you an explanation of what we are proposing to do. These changes and an explanation of them are attached. Essentially the changes are clean-ups of "aging" statutes, somewhat similar to a "Revisor's Bill" that you will get to see perhaps once per session. I am unaware of any items that are controversial. The Board has discussed them in public settings during the past 2+ years and we have never heard objection.

The one change of substance is to correct what we believe is an inadvertent ambiguity in previous bill drafting regarding the appointment of electrical and mechanical engineers to the Board to serve at the same time. The Department of Law advises that the current language may not allow this, but we really would like to clarify that it would be allowable. After civil engineering, the next two largest disciplines of engineering in Alaska are electrical and mechanical, so we believe it could be good for both to be represented on the Board. The Board has discussed other possible revisions to the make-up of the Board, but we recognize the political sensitivity of trying to change it, and so far have been unable to come to consensus as a Board on what would be the best changes, while still keeping Board membership at 11. So we are not asking you to tackle that issue.

While we believe these proposed changes are non-controversial and should be able to move through the legislative process fairly promptly, we caution you about a potential amendment to add commercial interior designers (CIDs) to the list of professions regulated by this Board. Senator-elect Matt Claman introduced legislation in the previous Legislature to do this. His proposal (which did not pass) was to create what is known as a "Practice Act." Nearly all of the states and U.S. possessions that address this issue have what is known as "Title Acts." I don't want to get into all of the nuances of which approach is better, but want you to know that adding that will complex the legislation considerably, bog it down, and perhaps keep it from passing. The Board did not take an official position on that proposal, but several members have concerns about various parts in it. We prefer that CID legislation, if it is introduced, be a stand alone bill, rather than piggybacking on this bill. We understand that organizations that represent interior designers and architects are discussing issues of perceived conflict, including overlapping areas of practice.

We believe we have done a credible job at drafting the proposed changes, but recognize that Legislative Legal may not fully agree on all of our mark-ups, and their attorneys might find other places in statutes where these changes may need to be linked. That's why they are hired to support you.

I wish you well in your first session. You have a lot to learn, but I know you are a quick study and will do well. Have some fun along the way. Please let me know if you remain open and interested in committee sponsorship of our proposed legislation.

Best wishes,

Loren Leman
Anchorage
(907) 243-2000

Most of the proposed statute changes can be considered similar to a “Revisor’s bill,” in that they are not substantive for policy, but update the statutes to reflect modernizations and other minor corrections and revisions for architecture, engineering, land surveying and landscape architecture.

Explanation of changes to AS08.48 proposed and approved by the AELS Board on November 10, 2022:

1. Sec. 011: The addition of d and e correct an unfortunate interpretation that prevents electrical and mechanical engineers serving concurrently. The two largest engineering disciplines after civil engineering are electrical and mechanical. Having both represented will be helpful.
2. Sec. 055: Corrects the title of Executive Administrator, which has been used for a long time. Also, in (b)(2), allows the Board to delegate certain registrant application review functions to staff. This frees up Board members for other important tasks during quarterly Board meetings.
3. Sec. 071: In (f)(2), revises language because the Board no longer administers the exams. This is done by national professional testing organizations at considerable cost savings to the State.
4. Sec. 091: See explanation in Item 3.
5. Sec. 121: Allows in some cases for the investigator to be able to dismiss a complaint without having to come to the Board.
6. Sec. 171: The deleted language is unnecessary in statute and is covered by regulation.
7. Sec. 191: The Board registers by comity, but not by endorsement. Clarifies that comity will be approved if requirements in another jurisdiction are comparable to Alaska’s. Removes the more subjective term “opinion.”
8. Sec. 201: Allows the Board to set specific requirements for forms, statements and references by regulation, without listing them in statute.
9. Sec. 211: Certificates are issued electronically by the Department (DCCED). The Board no longer seals the certificates.
10. Sec. 221: Adds Structural Engineer to approved disciplines that may seal. This discipline was added by the Board as a separate discipline for civil engineers who pass a rigorous examination. Removes details about sealing professional work that is more appropriate in regulation.
11. Sec. 231: Updates language to acknowledge other ways we currently deliver documents, including electronic transmission.
12. Sec. 241: Adds limited partnerships to entities that may be issued certificates of authorization. The State of Alaska issues licenses to limited partnerships for other business and professional licenses.
13. Sec. 251: See Item 12.
14. Sec. 281: See Item 12.
15. Sec. 331: See Item 12. In (a)(14), changes name to what is currently used in industry. See new Definition (24) explained in Sec. 341.
16. Sec. 341: In (15), revises the definition of landscape architecture to be more consistent with the other professional definitions and incorporates elements advanced by the professional organization that supports and represents landscape architects. In (21), removes unnecessary language. In (23), adds new definition for a professional structural engineer. In (24) adds a more complete and updated definition for fire protection system consistent with the industry.

Statutes and Regulations
**Architects, Engineers,
Land Surveyors, and
Landscape Architects**

April 2019



DEPARTMENT OF COMMERCE, COMMUNITY,
AND ECONOMIC DEVELOPMENT

***DIVISION OF CORPORATIONS, BUSINESS
AND PROFESSIONAL LICENSING***

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State of Alaska
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
State Board of Registration for Architects, Engineers, and Land Surveyors
333 Willoughby Avenue, 9th Floor, State Office Building
P.O. Box 110806
Juneau, Alaska 99811-0806
(907) 465-2540
Internet Address:
<https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BoardofArchitectsEngineersandLandSurveyors.aspx>

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CHAPTER 48.
ARCHITECTS, ENGINEERS, LAND SURVEYORS, AND LANDSCAPE ARCHITECTS

Article

1. **Board of Registration (§§ 08.48.011—08.48.141)**
2. **Registration and Practice (§§ 08.48.171—08.48.265)**
3. **Unlawful Acts (§§ 08.48.281—08.48.295)**
4. **General Provisions (§§ 08.48.311—08.48.351)**

ARTICLE 1.
BOARD OF REGISTRATION.

Section

11. **Board created**
21. **Appointments and terms**
31. **Qualifications**
41. **Removal of members**
51. **Organization and meetings**
55. **Executive Secretary of the Board; Investigator**
61. **Finances**
71. **Records and reports**
91. **Examinations**
101. **Regulations; bylaws; code of ethics**
111. **Power to revoke, suspend, or reissue certificate**
121. **Disciplinary action and procedure**
131. **Injunction**
141. **Legal counsel**

Sec. 08.48.011. Board created. (a) There is created the State Board of Registration for Architects, Engineers and Land Surveyors. The board shall administer the provisions of this chapter and comply with AS 44.62 (Administrative Procedure Act).

(b) The board consists of 11 members appointed by the governor having the qualifications as set out in AS 08.48.031. The board consists of two civil engineers, two land surveyors, one mining engineer, one electrical or mechanical engineer, one engineer from another branch of the profession of engineering, two architects, one landscape architect, and one public member.

(c) Notwithstanding (b) of this section, if a mining engineer who qualifies for appointment to the board and is interested in serving on the board is not available, the governor may appoint a petroleum or chemical engineer to the seat designated for a mining engineer.

(d) Notwithstanding (b) of this section, if an electrical engineer occupies the electrical or mechanical seat, the governor may appoint a mechanical engineer to the seat designated for one engineer from another branch of profession of engineering.

(e) Notwithstanding (b) of this section, if a mechanical engineer occupies the electrical or mechanical seat, the governor may appoint an electrical engineer to the seat designated for one engineer from another branch of profession of engineering.

Sec. 08.48.021. Appointments and terms. (a) The governor shall give each member of the board a certificate of appointment, and the member shall file with the lieutenant governor a written oath or affirmation for faithful discharge of the member's official duty.

(b) *[Repealed, Sec. 49 ch 94 SLA 1987].*

(c) For purposes of determining appointments and terms under AS 08.01.035, notwithstanding the reference in that section relating to eligibility for reappointment after serving a full or partial term,

(1) a member who has served all of two successive terms on the board may not be reappointed to the board unless [FOUR] **two** years have elapsed since the person last served on the board; and

(2) for purposes of (1) of this subsection, a person who serves for two years or more of a four-year term is considered to have served a full term.

Sec. 08.48.031. Qualifications. Each member of the board must have been a resident in the state for three consecutive years immediately preceding appointment and, except for the public member, must be registered and have a minimum of five years of professional practice in the member's respective field.

Sec. 08.48.041. Removal of members. The governor may remove a member of the board for misconduct, incompetency, or neglect of duty.

Sec. 08.48.051. Organization and meetings. The board shall hold at least four regular meetings each year. Special meetings may be held as the bylaws of the board provide. The board shall elect or appoint annually from its members the following officers: chair, vice-chair, and secretary.

Sec. 08.48.055. Executive [SECRETARY] Administrator of the Board; Investigator. (a) The department, in consultation with the board, shall employ two persons who are not members of the board. One shall serve as the executive [secretary] administrator of the board. The other shall serve as investigator for the board. The executive[secretary] administrator is the principal executive officer of the board and is in the partially exempt service under AS 39.25.120.

(b) The executive [secretary] administrator of the board employed under (a) of this section shall:

(1) perform duties as prescribed by the board

(2) review and approve comity applications as prescribed by the board.

(c) The investigator employed under (a) of this section

(1) shall conduct investigations into alleged violations of this chapter and into alleged violations of regulations and orders of the board;

(2) shall, at the request of the board, conduct investigations based on complaints filed with the department or with the board; and

(3) is directly responsible and accountable to the board, except that only the department has authority to terminate the investigator's employment, and the department shall provide day-to-day and administrative supervision of the investigator.

Sec. 08.48.061. Finances. (a) All money derived under the provisions of this chapter shall be deposited in the general fund.

(b) Each member of the board is entitled to receive per diem and travel expenses as authorized by law for other boards and commissions.

(c) The board may make expenditures from appropriated funds for any purpose that is reasonably necessary for the proper performance of its duties under this chapter. This may include the expenses of the board delegates to meetings of councils of architect examiners, engineering examiners, land surveyor examiners, or landscape architect examiners, or any of their subdivisions. The total amount of disbursements issued in payment of the expenses incurred under this chapter may not exceed the amount of money appropriated by the legislature.

Sec. 08.48.071. Records and reports. (a) The following record of the board's proceedings and of all applications for registration or authorization shall be kept by the Department of Commerce, Community, and Economic Development under AS 08.01.050:

(1) the name, age, and last known address of each applicant;

(2) the date of application;

(3) the place of business of the applicant;

(4) the education, experience, and other qualifications;

(5) the type of examination required;

(6) whether or not the applicant was rejected;

(7) whether or not a certificate of registration or authorization was granted or endorsed;

(8) the date of the action of the board;

(9) other action taken by the board;

(10) other information that may be considered necessary by the board.

(b) The record of the board is prima facie evidence of the proceedings of the board, and a transcript, certified by the secretary, is admissible as evidence with the same effect as if the original were produced.

(c) *[Repealed, Sec. 6 ch 19 SLA 1998, June 28, 1998].*

(d) Board records and papers of the following class are of a confidential nature and are not public records: examination material for examinations not yet given, file records of examination problems, solutions, letters of inquiry and reference concerning applicants, board inquiry forms concerning applicants, investigation files if an investigation is still pending, and all other matters of a like confidential nature.

(e) The Department of Commerce, Community, and Economic Development shall, under AS 08.01.050, preserve the records under (a) of this section for the previous five years.

(f) The Department of Commerce, Community, and Economic Development shall assemble statistics relating to the performance of its staff and the performance of the board, including but not limited to

(1) the number of architects, engineers, land surveyors, and landscape architects registered over a five-year period;

(2) the rate of passage of examinations [ADMINISTERED] required for registration by the board;

(3) the number of persons making application for registration as a professional architect, engineer, land surveyor, or landscape architect over a five-year period;

(4) an account of registration fees collected under AS 08.01.065;

(5) a measure of the correspondence workload of any licensing examiner employed by the department to carry out this chapter.

Sec. 08.48.091. Examinations. Examinations shall be held at least once each year [AT PLACES DETERMINED

BY THE BOARD]. A candidate failing an examination may apply for reexamination in accordance with regulations adopted by the board.

Sec. 08.48.101. Regulations; bylaws; code of ethics. (a) The board may adopt regulations to carry out the purpose of this chapter, including regulations

- (1) describing the contents of an examination;
- (2) establishing the conduct of an examination;
- (3) establishing a minimum score for passing an examination;
- (4) establishing bylaws governing its meetings and activities;
- (5) publishing a code of ethics or professional conduct for those persons regulated by this chapter, including corporations, limited liability companies, and limited liability partnerships under AS 08.48.241;
- (6) establishing continuing education requirements for persons regulated by this chapter that must be completed before a certificate may be renewed; the continuing education requirements may not exceed standards established by a national accrediting body or other recognized professional organization.

(b) *[Repealed, Sec. 6 ch 19 SLA 1998]*.

Sec. 08.48.111. Power to revoke, suspend, or reissue certificate. The board may suspend, refuse to renew, or revoke the certificate of or reprimand a registrant, corporation, limited liability company, or limited liability partnership who is found guilty of (1) fraud or deceit in obtaining a certificate; (2) gross negligence, incompetence, or misconduct in the practice of architecture, engineering, land surveying, or landscape architecture; or (3) a violation of this chapter, a regulation adopted under this chapter, or the code of ethics or professional conduct as adopted by the board. The code of ethics or professional conduct shall be distributed in writing to every registrant and applicant for registration under this chapter. This publication and distribution of the code of ethics or professional conduct constitutes due notice to all registrants. The board may revise and amend its code and, upon doing so, shall immediately notify each registrant in writing of the revisions or amendments. The board may, upon petition of the registrant, corporation, limited liability company, or limited liability partnership, reissue a certificate if a majority of the members of the board vote in favor of the reissuance.

Sec. 08.48.121. Disciplinary action and procedure. Any person may file with the [SECRETARY] investigator of the board a charge of fraud, deceit, gross negligence, incompetence, misconduct, or violation of this chapter, a regulation adopted under it, or the code of ethics of the board. The charge, constituting an accusation under AS 44.62 (Administrative Procedure Act), shall be in writing and sworn to by the person making it. A charge may be dismissed [BY THE BOARD] as unfounded or trivial.

Sec. 08.48.131. Injunction. The board may bring an action in the superior court to enforce compliance with this chapter or an order of the board or to enjoin a person from doing an act that violates this chapter.

Sec. 08.48.141. Legal counsel. The attorney general of the state shall act as legal advisor to the board and render legal assistance upon request of its chair.

ARTICLE 2. REGISTRATION AND PRACTICE.

Section

171. General requirements and qualifications for registration
181. Registration upon examination
191. Registration by comity or endorsement
201. Application for registration
211. Certificate of registration
215. Retired status registration
221. Seals
231. Expirations and renewals
241. Corporations, limited liability companies, and limited liability partnerships
251. Certain Partnerships
265. Fees

Sec. 08.48.171. General requirements and qualifications for registration. An applicant for registration as an architect, engineer, land surveyor, or landscape architect must be of good character and reputation and shall submit evidence satisfactory to the board of the applicant's education, training, and experience. [HOWEVER, AN APPLICANT FOR REGISTRATION AS A LAND SURVEYOR MAY NOT BE REQUIRED TO SUBMIT EVIDENCE OF MORE THAN EIGHT YEARS OF ANY COMBINATION OF EDUCATION, EXPERIENCE, OR TRAINING.]

Sec. 08.48.181. Registration upon examination. Except as provided in AS 08.48.191, for registration as a professional architect, professional engineer, professional land surveyor, or professional landscape architect, a person shall be examined in this state in accordance with the regulations of procedure and standards adopted by the board under AS 44.62 (Administrative Procedure Act). The procedure and standards shall at least meet the requirements adopted by recognized national examining councils for these professions.

Sec. 08.48.191. Registration by comity [OR ENDORSEMENT]. (a) A person holding a certificate of registration authorizing the person to practice architecture in a state, territory, or possession of the United States, the District of Columbia, or a foreign country, or holding a certificate of qualification issued by the National Council of Architectural Registration Boards, that, in the opinion of the board, meets the requirements of this chapter, based on verified evidence, may, upon application, be registered in accordance with the regulations of the board.

(b) A person holding a certificate of registration authorizing the person to practice engineering in a state, territory, or possession of the United States, the District of Columbia, or a foreign country, [THAT, IN THE OPINION OF THE BOARD MEETS THE REQUIREMENTS OF THIS CHAPTER, BASED ON VERIFIED EVIDENCE,] may, upon application, be registered in accordance with regulations of the board if the person's certificate was issued under requirements comparable to those in this state.

(c) A person holding a certificate of registration authorizing the person to practice land surveying in a state, territory or possession of the United States, the District of Columbia, or a foreign country, may, upon application, be registered in accordance with the regulations of the board if the person's certificate was issued under requirements comparable to those in this state.

(d) A person holding a certificate of registration authorizing the person to practice landscape architecture in a state, territory, or possession of the United States, the District of Columbia, or a foreign country, that in the opinion of the board meets the requirements of this chapter, based on verified evidence, may upon application, be registered under the regulations of the board. A person holding a certificate of qualification issued by the Council of Landscape Architectural Registration Boards may upon application be registered under regulations of the board.

Sec. 08.48.201. Application for registration. (a) Application for registration as a professional architect, a professional engineer, a professional land surveyor, or a professional landscape architect shall be submitted in a manner prescribed by the board.

- (1) [BE ON A FORM PRESCRIBED AND FURNISHED BY THE BOARD;
- (2) CONTAIN STATEMENTS MADE UNDER OATH, SHOWING THE APPLICANT'S EDUCATION AND A DETAILED SUMMARY OF THE APPLICANT'S TECHNICAL EXPERIENCE; AND
- (3) CONTAIN FIVE REFERENCES, THREE OF WHOM MUST BE ARCHITECTS FOR ARCHITECTURAL REGISTRATION, ENGINEERS FOR ENGINEERING REGISTRATION, LAND SURVEYORS FOR LAND SURVEYING REGISTRATION, AND LANDSCAPE ARCHITECTS FOR LANDSCAPE ARCHITECTURAL REGISTRATION, HAVING PERSONAL KNOWLEDGE OF THE APPLICANT'S ARCHITECTURAL, ENGINEERING, LAND SURVEYING, OR LANDSCAPE ARCHITECTURAL EDUCATION, TRAINING OR EXPERIENCE.]

(b) *[Repealed, Sec. 54 ch 37 SLA 1985].*

Sec. 08.48.211. Certificate of registration. (a) An applicant who fulfills the requirements set out by the board shall be awarded a certificate of registration as a professional architect, engineer, land surveyor, or landscape architect, authorizing the holder to offer or perform architectural, engineering, land surveying, or landscape architectural services or work for the public, or to certify or sign architectural, engineering, land surveying, or landscape architectural documents. Certificates of registration issued under this section shall be inscribed on their face in a manner determined by the board.

(b) The certificate of registration [SEALED BY THE BOARD] is prima facie evidence that the person named in it is entitled to all rights and privileges of a professional architect, professional engineer, professional land surveyor, or professional landscape architect while the certificate remains unrevoked or unexpired.

Sec. 08.48.215. Retired status registration. (a) On retiring from practice and payment of an appropriate one-time fee, an individual who is a registrant in good standing with the board may apply for the conversion of a certificate of registration to a retired status registration. An individual holding a retired status registration may not practice architecture, engineering, land surveying, or landscape architecture in the state. A retired status registration is valid for the life of the registration holder and does not require renewal.

(b) An individual with a retired status registration may apply for a certificate of registration. Before issuing a certificate of registration under this subsection, the board may require the applicant to meet reasonable criteria as determined under regulations of the board. The criteria may include submission of continuing education credits and reexamination requirements.

Sec. 08.48.221. Seals. (a) Each registrant may obtain a seal of the design authorized by the board, bearing the registrant's name, registration number, and the legend "Registered Professional Architect," "Registered Professional Engineer," "Registered Professional Structural Engineer," "Registered Professional Land Surveyor," or "Registered Professional Landscape Architect," as appropriate. When a registrant issues final drawings, specifications, surveys, plats, plates, reports, or similar documents, the registrant shall stamp the documents with the seal and sign

the seal. The board shall adopt regulations governing the use of seals by the registrant. An architect, engineer, land surveyor, or landscape architect may not affix or permit a seal and signature to be affixed to an instrument after the expiration of a certificate or for the purpose of aiding or abetting another person to evade or attempt to evade a provision of this chapter. The registrant, by affixing the registrant's seal [TO FINAL DRAWINGS, SPECIFICATIONS, SURVEYS, PLATS, PLATES, REPORTS, OR SIMILAR DOCUMENTS,] and by signing the seal, certifies that the documents were prepared by or under the registrant's **responsible charge** [DIRECT SUPERVISION], are within the registrant's field of practice, [OR CONSTITUTE DESIGN WORK OF MINOR IMPORTANCE.]

(b) Final drawings, specifications, surveys, plats, plates, reports, or similar documents containing the work of multiple fields of practice shall be sealed and signed by a registrant in each field of practice covered by the document. The registrant shall certify on the face of the document the extent of the registrant's responsibility for all work prepared under the registrant's seal. [WHEN CERTIFYING DESIGN WORK OF MINOR IMPORTANCE, THE REGISTRANT SHALL IDENTIFY THAT WORK ON THE DOCUMENT NEAR THE REGISTRANT'S SEAL AND TAKE RESPONSIBILITY FOR ALL WORK PREPARED UNDER THE REGISTRANT'S SEAL.]

Sec. 08.48.231. Expirations and renewals. (a) To remain valid, certificates shall be renewed in accordance with AS 08.01.100. Notice of renewal dates, given under AS 08.01.050(a)(11), shall be [MAILED] **transmitted** to the registrant, corporation, limited liability company, or limited liability partnership at the registrant's, corporation's, limited liability company's, or limited liability partnership's last known address at least one month in advance of the date of the expiration of the certificate. If the certificate has been suspended or revoked, the board may take action independent of this section.

(b) The renewal of a certificate does not require reapplication if the certificate has not expired or has not been suspended or revoked.

(c) An expired certificate may be renewed under regulations adopted by the board establishing requirements for reexamination.

Sec. 08.48.241. Corporations, limited liability companies, [AND], limited liability partnerships, and limited partnerships. (a) This chapter does not prevent a corporation, limited liability company, [OR] limited liability partnership, **or limited partnerships** from offering architectural, engineering, land surveying, or landscape architectural services; however, the corporation, limited liability company, [OR] limited liability partnership, **or limited partnership** shall file with the board

(1) an application for a certificate of authorization upon a form to be prescribed by the board and containing information required to enable the board to determine whether the corporation, limited liability company, [OR] limited liability partnership, **or limited partnership** is qualified in accordance with the provisions of this chapter to offer to practice architecture, engineering, land surveying, or landscape architecture in this state;

(2) a certified copy of a resolution of the board of directors of the corporation, the managing members or manager of the limited liability company, [OR] the general partners of a limited liability partnership, **or the general partners of a limited partnership** designating persons holding certificates of registration under this chapter as responsible for the practice of architecture, engineering, land surveying, or landscape architecture by the corporation, limited liability company, [OR] limited liability partnership, **or limited partnership** in this state and providing that full authority to make all final architectural, engineering, land surveying, or landscape architectural decisions on behalf of the corporation, limited liability company, [OR] limited liability partnership, **or limited partnership** with respect to work performed by the corporation, limited liability company, [OR] limited liability partnership, **or limited partnership** in this state is granted by the board of directors of the corporation, the managing members or manager of the limited liability company, [OR] the general partners of the limited liability partnership, **or the general partners of a limited partnership** to the persons designated in the resolution; however, the filing of this resolution does not relieve the corporation, limited liability company, [OR] limited liability partnership, **or limited partnership** of any responsibility or liability imposed upon it by law or by contract;

(3) a designation in writing setting out the name of one or more persons holding certificates of registration under this chapter who are in responsible charge of each major branch of the architectural, engineering, land surveying, or landscape architectural activities in which the corporation, limited liability company, [OR] limited liability partnership, **or limited partnership** specializes in this state; if a change is made in the person in responsible charge of a major branch of the architectural, engineering, land surveying, or landscape architectural activities, the change shall be designated in writing and filed with the board within 30 days after the effective date of the change.

(b) Upon filing with the board the application for certificate of authorization, certified copy of resolution, affidavit, and designation of persons specified in this section, the board shall, subject to (c) of this section, issue to the corporation, limited liability company, [OR] limited liability partnership, **or limited partnership** a certificate of authorization to practice architecture, engineering, land surveying, or landscape architecture in this state upon a determination by the board that

(1) the bylaws of the corporation, the articles of organization or operating agreement of the limited liability company, [OR] the partnership agreement of the limited liability partnership, **or the partnership agreement of the limited partnership** contain provisions that all architectural, engineering, land surveying, or landscape architectural decisions pertaining to architectural, engineering, land surveying, or landscape architectural activities in this state will be made by the specified architect, engineer, land surveyor, or landscape architect in responsible charge, or other registered architects, engineers, land surveyors, or landscape architects under the direction or supervision of the

architect, engineer, land surveyor, or landscape architect in responsible charge;

(2) the application for certificate of authorization states the type of architecture, engineering, land surveying, or landscape architecture practiced or to be practiced by the corporation, limited liability company, [OR] limited liability partnership, **or limited partnership**

(3) the applicant corporation, limited liability company, [OR] limited liability partnership, **or limited partnership** has the ability to provide architectural, engineering, land surveying, or landscape architectural services;

(4) the application for certificate of authorization states the professional records of the designated person who is in responsible charge of each major branch of architectural, engineering, land surveying, or landscape architectural activities in which the corporation, limited liability company, [OR] limited liability partnership, **or limited partnership** specializes;

(5) the application for certificate of authorization states the experience, if any, of the corporation, limited liability company, [OR] limited liability partnership, **or limited partnership** in furnishing architectural, engineering, land surveying, or landscape architectural services during the preceding five-year period;

(6) the applicant corporation, limited liability company, [OR] limited liability partnership, **or limited partnership** meets other requirements related to professional competence in the furnishing of architectural, engineering, land surveying, or landscape architectural services as may be adopted by the board in furtherance of the objectives and provisions of this chapter.

(c) The board may, in the exercise of its discretion, refuse to issue, or may suspend or revoke a certificate of authorization to a corporation, limited liability company, [OR] limited liability partnership, **or limited partnership** if the board finds that any of the corporation's officers, directors, or incorporators, any of the stockholders holding a majority of the stock of the corporation, any of the limited liability company's organizers, managers, or managing members, or any of the limited liability partnership's general partners has committed misconduct or malpractice, or has been found personally responsible for misconduct or malpractice under the provisions of this chapter.

(d) The certificate of authorization must specify the major branches of architecture, engineering, land surveying, or landscape architecture of which the corporation, limited liability company, [OR] limited liability partnership, **or limited partnership** has designated a person in responsible charge as provided in this section. The certificate of authorization shall be conspicuously displayed in the place of business of the corporation, limited liability company, or limited liability partnership, together with the names of persons designated as being in responsible charge of the professional activities.

(e) If a corporation, limited liability company, [OR] limited liability partnership, **or limited partnership** that is organized solely by either a group of architects, a group of engineers, a group of land surveyors, or a group of landscape architects, each holding a certificate of registration under this chapter, applies for a certificate of authorization, the board may, in its discretion, grant a certificate of authorization to the corporation, limited liability company, [OR] limited liability partnership, **or limited partnership** based on a review of the professional records of the incorporators of the corporation, organizers of the limited liability company, [OR] or partners who formed the limited liability partnership, **or general partners of the limited partnership** in place of the required qualifications set out in this section. If the ownership of the corporation is altered, the membership of the limited liability company is altered, [OR] the partners of the limited liability partnership, **or the general partners of the limited partnership** change, the corporation, limited liability company, [OR] limited liability partnership, **or limited partnership** shall apply for a revised certificate of authorization, based upon the professional records of the owners of the corporation, the members of the limited liability company, [OR] the partners of the limited liability partnership, **or the general partners of the limited partnership**, if exclusively architects, engineers, land surveyors, or landscape architects, or otherwise under the qualifications required by (b)(1)-(4) of this section.

(f) A corporation, limited liability company, [OR] limited liability partnership, **or limited partnership** authorized to offer architectural, engineering, land surveying, or landscape architectural services under this chapter, together with its directors, officers, managing members, manager, and partners for their own individual acts, is responsible to the same degree as the designated individual registered architect, engineer, land surveyor, or landscape architect, and shall conduct its business without misconduct or malpractice in the practice of architecture, engineering, land surveying, or landscape architecture as defined in this chapter.

(g) If the board, after a proper hearing, finds that a corporation, limited liability company, [OR] limited liability partnership, **or limited partnership** holding a certificate of authorization has committed misconduct or malpractice, the board shall suspend or revoke the certificate of authorization. The board shall also suspend or revoke the certificate of registration of any registered individual architect, engineer, land surveyor, or landscape architect who, after a proper hearing, is found by the board to have participated in committing the misconduct or malpractice.

(h) Drawings, specifications, designs, and reports, when issued in connection with work performed by a corporation, limited liability company, [OR] limited liability partnership, **or limited partnership** under its certificate of authorization, shall be prepared by or under the responsible charge of and shall be signed by and stamped with the official seal of a person holding a certificate of registration under this chapter.

(i) *[Repealed, Sec. 54 ch 37 SLA 1985].*

(j) In this section,

(1) "manager" has the meaning given in AS 10.50.990;

(2) "managing member" has the meaning given in AS 10.50.990.

Sec. 08.48.251. Certain partnerships. This chapter does not prevent the practice of architecture, engineering, land

surveying, or landscape architecture by a partnership if all of the members of the partnership are architects, engineers, land surveyors, or landscape architects legally registered under this chapter. In this section, "partnership" does not include a limited liability partnership **or limited partnerships**.

Sec. 08.48.265. Fees. The Department of Commerce, Community, and Economic Development shall set fees under AS 08.01.065 for examinations, registrations, certificates of authorization, and renewals of a certificate.

ARTICLE 3. UNLAWFUL ACTS.

Section

281. Prohibited practice

291. Violations and penalties

295. Civil penalty for unregistered or unauthorized practice

Sec. 08.48.281. Prohibited practice. (a) A person may not practice or offer to practice the profession of architecture, engineering, land surveying, or landscape architecture in the state, or use in connection with the person's name or otherwise assume or advertise a title or description tending to convey the impression that the person is an architect, an engineer, a land surveyor, or a landscape architect, unless the person has been registered under the provisions of this chapter [OR IS A PERSON TO WHOM THESE PROVISIONS DO NOT APPLY,] or, in the case of a corporation, limited liability company, [or] limited liability partnership, **or limited partnerships** unless it has been authorized under this chapter.

(b) Notwithstanding (a) of this section, this chapter does not prohibit the practice of landscape architecture by a person who is not registered to practice landscape architecture if the services being performed by the person are within the scope of practice authorized by another license that is held by the person.

Sec. 08.48.291. Violations and penalties. A person who practices or offers to practice architecture, engineering, land surveying, or landscape architecture in the state without being registered or authorized to practice in accordance with the provisions of this chapter, or a person presenting or attempting to use the certificate or the seal of another, or a person who gives false or forged evidence of any kind to the board or to a member of the board in obtaining or attempting to obtain a certificate, or a person who impersonates a registrant, or a person who uses or attempts to use an expired or revoked or nonexistent certificate, knowing of the certificate's status, or a person who falsely claims to be registered and authorized to practice under this chapter, or a person who violates any of the provisions of this chapter, is guilty of a misdemeanor and upon conviction is punishable by a fine of not more than \$10,000, or by imprisonment for not more than one year, or by both.

Sec. 08.48.295. Civil penalty for unregistered or unauthorized practice. (a) In addition to any other provision of law, if a person practices or offers to practice architecture, engineering, or land surveying in the state without being registered or authorized to practice in accordance with the provisions of this chapter, the board may enter an order levying a civil penalty.

(b) A civil penalty levied under this section may not exceed \$5,000 for each offense. In levying a civil penalty, the board shall set the amount of the penalty imposed under this section after taking into account appropriate factors, including the seriousness of the violation, the economic benefit resulting from the violation, the history of violations, and other matters the board considers appropriate.

(c) Before issuing an order under this section, the board shall provide the person written notice and the opportunity to request, within 30 days of issuance of notice by the board, a hearing on the record.

(d) In connection with proceedings under (a) and (b) of this section, the board may issue subpoenas to compel the attendance and testimony of witnesses and the disclosure of evidence, and may request the attorney general to bring an action to enforce a subpoena.

(e) A person aggrieved by the levy of a civil penalty under this section may file an appeal with the superior court for judicial review of the penalty under AS 44.62.560.

(f) If a person fails to pay a civil penalty within 30 days after entry of an order under (a) of this section, or if the order is stayed pending an appeal, within 10 days after the court enters a final judgment in favor of the board of an order appealed under (e) of this section, the board shall notify the attorney general. The attorney general may commence a civil action to recover the amount of the penalty.

(g) An action to enforce an order under this section may be combined with an action for an injunction under AS 08.48.131.

ARTICLE 4. GENERAL PROVISIONS.

Section

311. Rights not transferable

- 321. Evidence of practice
- 331. Exemptions
- 341. Definitions
- 351. Short title

Sec. 08.48.311. Rights not transferable. The right to engage in the practice of architecture, engineering, land surveying, or landscape architecture is considered a personal and individual right, based on the qualifications of the individual as evidenced by the individual's certificate of registration, which is not transferable.

Sec. 08.48.321. Evidence of practice. A person practices or offers to practice architecture, engineering, land surveying, or landscape architecture who

(1) practices a branch of the profession of architecture, engineering, land surveying, or landscape architecture as defined in AS 08.48.341;

(2) by verbal claim, sign, advertisement, letterhead, card, or other means represents to be an architect, engineer, land surveyor, or landscape architect, or through the use of some other title implies that the person is an architect, engineer, land surveyor, or landscape architect; or

(3) holds out as able to perform or who does perform an architectural, engineering, land surveying, or landscape architectural service recognized by the professions covered by this chapter, and specified in regulations of the board, as an architectural, engineering, land surveying, or landscape architectural service.

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, grounds keeping, 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, or limited 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, or limited 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 is located in a municipality that has adopted a building or residential code that applies to the building and if the building complies with the building or residential code;

(D) a garage, workshop, or similar building that contains less than 2,000 square feet of floor space to be used for the person's own 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 for work designed by an architect, engineer, or landscape architect that is 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 service, 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, architecture, land surveying, or landscape architecture involved in the operation of the employer's business only, and further provided that neither the employee nor the employer offers engineering, architecture, land surveying, or landscape architecture 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 that the board determines does not affect the public health, safety, or welfare;

(12) a person while maintaining or directing the placement of plant material that the board determines does not

affect the public health, safety, or welfare;

(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 sealed and signed by an architect, engineer, land surveyor, or landscape architect 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, fire safety standards, and zoning;

(14) a person who is designing fire [DETECTION OR SUPPRESSION] **protection** systems and is authorized by the Department of Public Safety to design fire detection or suppression systems.

(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, safety, or welfare.

Sec. 08.48.341. Definitions. In this chapter,

- (1) "architect" means a professional architect;
- (2) "board" means the State Board of Registration for Architects, Engineers and Land Surveyors;
- (3) "building" means a structure used or intended for human occupancy;
- (4) "certificate of authorization" means a certificate issued by the board authorizing a corporation, a limited liability company, or a limited liability partnership to provide professional services in architecture, engineering, land surveying, or landscape architecture through individuals legally registered by the board;
- (5) "certificate of registration" means a certificate issued by the board recognizing the individual named in the certificate as meeting the requirements for registration under this chapter;
- (6) "design of minor importance" means a design that is incidental to the discipline of a registrant and is within the discipline of the registrant, but does not include comprehensive design services of any particular building type, structure, building system, engineering system, or site development;
- (7) "engineer" means a professional engineer;
- (8) "land surveyor" means a professional land surveyor;
- (9) "landscape architect" means a professional landscape architect;
- (10) "limited liability company" means an organization organized under AS 10.50 or a foreign limited liability company; in this paragraph, "foreign limited liability company" has the meaning given in AS 10.50.990;
- (11) "limited liability partnership" means a limited liability partnership or a foreign limited liability partnership, as those terms are defined in AS 32.06.995;
- (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 **the design of landscape that includes the** [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;] **adequate performance of which requires the specialized knowledge of applied mathematics and physical and social sciences, dealing**

with consultation, evaluation, planning, and design on landscape architecture projects, public and private; the teaching of advanced landscape architectural courses in institutions of higher learning, consultation and the direction of or the performance of preparing, filing, and administering related plans, drawings, specifications, permits, and other contract documents involving projects that direct, inform or advise on the functional use and preservation of natural and built environments; review of drawings and specifications by regulatory agencies; “practice of landscape architecture” may, by regulation of the board, include architectural or engineering design of minor importance.

(16) “professional architect” means a person who has been legally registered as a professional architect by the board;

(17) “professional engineer” means a person who has been legally registered as a professional engineer by the board;

(18) “professional land surveyor” means a person who has been legally registered as a professional land surveyor by the board;

(19) “professional landscape architect” means a person registered as a profession landscape architect by the board;

(20) “responsible charge” means the direct control and personal supervision of work;

(21) “shop drawing” or “field drawing” means a drawing prepared by a contractor, subcontractor, or vendor that shows how a particular aspect of the work is to be fabricated and installed and demonstrates how an aspect of the work will satisfy the requirements of the construction document, [BUT DOES NOT INCLUDE A FINAL DRAWING, SPECIFICATION, SURVEY, PLAT, PLATE, REPORT, OR OTHER SIMILAR DOCUMENT];

(22) “structure” means a system of materials and components that resists horizontal and vertical loads;

(23) **“professional structural engineer” means a person who has been legally registered as a professional structural engineer by the board;**

(24) **“fire protection system” means any fire alarm device or system or fire-extinguishing device or system, or combination thereof, that is designed and installed for detecting, controlling, or extinguishing a fire or otherwise alerting occupants, or the fire department or both, that a fire has occurred.**

Sec. 08.48.351. Short title. This chapter may be cited as the Architects, Engineers, Land Surveyors, and Landscape Architects Registration Act

