



AELS August Board Meeting - DAY 1

Alaska Division of Corporations, Business and Professional Licensing
Aug 11, 2021 at 9:00 AM AKDT to Aug 11, 2021 at 5:00 PM AKDT
UAF Engineering Bldg - 4th Floor, BP Design Theater

Agenda

- 1. 9:00 am - Call to Order/Roll Call**
- 2. 9:02 am - Mission Statement**
- 3. 9:03 am - Strategic Plan Overview**
- 4. 9:08 am - Virtual Meeting of Code Conduct**
- 5. 9:10 am - Review/Amend/Approve Agenda**
- 6. 9:15 am - Review/Approve Minutes from May 19-20th, 2021 Board Meeting**
- 7. 9:20 am - Ethics Reporting**
- 8. 9:30 am - Licensing Examiner Report**
- 9. 9:45 am - Investigative Report**
- 10. 10:00 am - Executive Session**
- 11. 10:15 am - Division Update**
- 12. 10:45 am - Break**
- 13. 10:55 am - Correspondence Sent**
- 14. 11:05 am - Correspondence Received**
 - A. Sealing Structural Engineering Calculations**
- 15. 11:10 am - Old Business**
 - A. Review May 2021 Action Item List**
 - B. Annual Report**
 - C. Stale Applications**
 - D. Status of Regulation Project - FAQ's**
 - E. Status of Regulation Project to Review 12AAC 36.068**
 - F. Status Updates:**
 - i. Executive Administrator search**
 - ii. Military Licensure bills**
 - iii. Legal responses:**

a. Question of statute and regulation changes needed to empower staff to perform application review

b. Question if joint ventures need COAs

G. 11:30 am - Public Comment

H. 12:00 pm - Lunch

I. 1:00 pm - Application Review Reminders

J. 1:15 pm - Application Review

K. 4:30 pm - Applications Requiring FULL Board Review

L. 5:00 pm - Recess for the Day

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.**

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

2021 PLANNED ACTIONS (3.1.2021 – 2.28.2022)

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

1. Review proposed changes for consistency with relevant NCARB, NCEES, and CLARB standards.
2. Respond to the request to ease the licensing burden for military spouses.

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. Attend graduations, honors events, and Order of the Engineer Induction at UAA and UAF
3. Participate in student activities at UAA and UAF.
4. Appoint liaisons to applicable UAA and UAF Boards.
5. Present at 1 (or more) UAA weekly PDH Seminar series.

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.

1. Develop and schedule at least 1 outreach project per discipline, per year, then complete an outreach report on each event.

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.

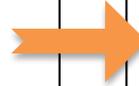
1. Identify administrative tasks that the Board can assist with while a new Executive Director is selected and oriented to the job.
2. Participate in Working Group with Division to review salaries, job descriptions, and similar personnel issues.

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

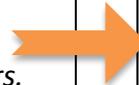


2021 PLANNED ACTIONS (3.1.2021 – 2.28.2022)

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. Share investigation information with registrants, including patterns of complaints so registrants can be educated.
4. Improve early interventions with investigator cases to increase efficiency.
5. Develop a “lessons learned” summary with investigator and Board to increase consistency and share knowledge.

b. Collaborate with design professionals

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



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

c. Maintaining Competency through Continuing Education

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



1. Study existing continuing education problems, and draft regulation changes to address.
2. Develop improved CE audit reporting forms and instructions to registrants.

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



1. Identify statute and regulation changes that are necessary to empower staff to perform some level of application review/approval.
2. Draft regulation change to accept NCEES application files.



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.



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

AUGUST 11TH, 2021 (DAY 1)

Board Members:

Elizabeth Johnston
*Electrical/Mechanical
(Chair)*

Catherine Fritz
Architect (Vice Chair)

Jennifer Anderson
*Civil/Environmental
Engineer
(Secretary)*

Robert (Bob) Bell
Land Surveyor

Jeffrey Garness
*Civil/Environmental
Engineer*

Loren Leman
Civil Engineer

Edward Leonetti
Landscape Architect

Jake Maxwell
Land Surveyor

Randall Rozier
Architect

Fred Wallis
Mining Engineer

Vacant
Public Member

Zoom: <https://us02web.zoom.us/j/82484700411>

Teleconference: 253-215-8782

Meeting ID: 824 8470 0411 **Password:** 388951

Meeting Details

Meeting Start Time: 9:00 a.m.

Meeting Start Date: 8/11/2021

Meeting End Time: 5:00 p.m.

Meeting End Date: 8/12/2021

Meeting Location: UAF Engineering Building – 4th Floor, BP Design Theater

Agenda

- I. 9:00 am - Call to Order/Roll Call
- II. 9:02 am - Mission Statement
- III. 9:03 am – Strategic Plan Overview
- IV. 9:08 am - Virtual Meeting Code of Conduct
- V. 9:10 am - Review/Amend/Approve Agenda
- VI. 9:15 am - Review/Approve Minutes from May 19-20th, 2021 Board Meeting
- VII. 9:20 am - Ethics Reporting
- VIII. 9:30 am - Licensing Examiner Report
- IX. 9:45 am – Investigative Report

Board Staff:

Vacant
*Executive
Administrator*

Sara Neal
Licensing Examiner

**Upcoming
Meetings:**

November 2021
February 2022
May 2022

- X. 10:00 am- Executive Session
- XI. 10:15 am- Division Update
- XII. 10:45 am- Break
- XIII. 10:55 am- Correspondence Sent
- XIV. 11:05 am- Correspondence Received
 - A. Sealing Structural Engineering Calculations
- XV. 11:10 am – Old Business
 - A. Review May 2021 Action Item List
 - B. Annual Report
 - C. Stale applications
 - D. Status of regulation project - FAQs
 - E. Status of regulation project to review 12AAC 36.068
 - F. Status updates:
 - 1. Executive Administrator search
 - 2. Military licensure bills
 - 3. Legal responses:
 - a. Question of statute and regulation changes needed to empower staff to perform application review
 - b. Question if Joint Ventures need COA
- XVI. 11:30 am – Public Comment
- XVII. 12:00 pm - Lunch
- XVIII. 1:00 pm – Application Review Reminders
- XIX. 1:15 pm – Application Review
- XX. 4:30 pm – Applications requiring FULL Board Review
- XXI. 5:00 pm – Recess for the day



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

AUGUST 12TH, 2021 (DAY 2)

Board Members:

Elizabeth Johnston
Electrical/Mechanical
(Chair)

Catherine Fritz
Architect (Vice Chair)

Jennifer Anderson
Civil/Environmental
Engineer
(Secretary)

Robert (Bob) Bell
Land Surveyor

Jeffrey Garness
Civil/Environmental
Engineer

Loren Leman
Civil Engineer

Edward Leonetti
Landscape Architect

Jake Maxwell
Land Surveyor

Randall Rozier
Architect

Fred Wallis
Mining Engineer

Vacant
Public Member

Zoom: <https://us02web.zoom.us/j/85273799405>

Teleconference: 253-215-8782

Meeting ID: 852 7379 9405 **Password:** 173322

Meeting Details

Meeting Start Time: 9:00 a.m.

Meeting Start Date: 8/11/2021

Meeting End Time: 5:00 p.m.

Meeting End Date: 8/12/2021

Meeting Location: : UAF Engineering Building – 4th Floor, BP Design Theater

Agenda

- I. 9:00 am - Reconvene Meeting/Roll Call
- II. 9:05 am – National Organization Updates
 - A. NCARB – Annual Meeting
 - B. NCEES – Western Zone
 - C. CLARB
- III. 9:30 am – NCARB Presentation
- IV. 10:45 am - Break
- V. 10:55 am – Outreach reports

- VI. 11:00 am -Breakout Committee Meetings
- Meet as a group and then come back to the group with one or more motions or proposed actions to move the topic forward.
- A. Outreach Committee: Discuss/plan outreach for 2021-2022
(**Garness**, Wallis, Leonetti, Maxwell, Rozier) Fritz will sit in
 - B. Licensure Mobility Committee: Discuss/draft regulation change to accept NCEES application files
(**Johnston**, Leman) Anderson and Bell will sit in
- VII. 12:00 pm – Lunch
- VIII. 1:00 pm – Reconvene/Roll Call
- IX. 1:05 pm – Committee Updates
- A. Investigative Advisory Committee - (All)
 - B. Outreach Committee –
 - 1. 7/14 Committee meeting update
 - 2. Outreach projects
 - a. Architecture (Fritz/Rozier)
 - b. Engineering (Anderson, Garness, Leman, Wallis, Johnston)
 - c. Landscape Architecture - (Leonetti)
 - d. Land Surveyors - (Bell, Maxwell)
 - C. Continuing Education - (Johnston, Bell, Garness, Anderson)
 - 1. Need for CEU
 - 2. Scope CEU for 2021
 - 3. Revised CEU forms for approval - (Johnston)
 - D. Legislative Liaison Committee - (Bell, Fritz, Garness, Leman, Leonetti)
 - 1. HB61 update - (Fritz)
 - E. Licensure Mobility Committee - (Johnston, Leman)
 - 1. Identify statute and regulation changes that are necessary to empower staff to perform some level of application review
 - F. Guidance Manual Committee - (Rozier, Maxwell, Leonetti)

Board Staff:

Vacant
*Executive
Administrator*

Sara Neal
Licensing Examiner

**Upcoming
Meetings:**

November 2021
February 2022
May 2022

- G. Emeritus Status Committee - (Wallis)
- H. Planning and Implementation Committee - (Fritz, Leonetti)
- X. 1:30 pm - Break
- XI. 1:40 pm – New Business
 - A. Interpretation of “direct supervision” with regards to independent contractors in statute 08.48.221 (a)
 - B. Interpretation of “work of minor importance” in statute 08.48.221 (b)
 - C. Interpretation of 12 AAC 36.180 (b)
 - D. CEU changes
 - E. Licensure Mobility
- XII. 3:30 pm - Upcoming Meeting Dates
 - A. NCEES Annual Meeting – Aug 19th-20th
 - B. CLARB Annual Meeting – Sept 22nd-24th
 - C. AELS Nov Board Meeting – Currently Nov 9th -10th
(Will need to be changed – possibilities 11th-12th or 16th-17th)
 - D. AELS February Board Meeting – February 15th-16th
 - E. 2022 NCARB Regional Summit – March 2022
 - F. AELS May Board Meeting – May 10th-11th
 - G. 2022 Western Zone Interim Meeting – May 19th-20th
- XIII. 3:40 pm - Read Applications into the Record
- XIV. 4:10 pm - Board Member Comments
- XV. 4:30 pm - Adjourn Meeting

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

MINUTES OF THE MEETING
May 19th-20th, 2021

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.

By authority of AS 08.01.070(2), and in compliance with the provisions of AS 44.62, Article 6, a scheduled meeting of the Board of Registration for Architects, Engineers and Land Surveyors was held in person and virtually on May 19th and 20th, 2021.

1. Call to Order/Roll Call

The meeting was called to order at 9:12 a.m.

Board members present, constituting a quorum:

Jennifer Anderson, PE, Civil Engineer, Environmental Engineer (Secretary)
Catherine Fritz, Architect (Vice Chair)
Jeffrey Garness, PE Civil Engineer, Environmental Engineer
Elizabeth Johnston, PE, Electrical Engineer, Fire Protection Engineer (Chair)
Loren Leman, PE, Civil Engineer (joined 9:20am)
Ed Leonetti, PLA, Landscape Architect
Jake Maxwell, PLS, Land Surveyor
Randall Rozier, Architect
Fred Wallis, PE, Mining Engineer

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

Sara Neal, Licensing Examiner
Jared Famularo, Investigator III
Erika Priksat
Cynthia Cook
Marilyn Zimmerman

Bob Bell was absent from Day 1 of the board meeting.

2. Mission Statement –

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

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

Fritz brought up that this mission statement is different from the one in AELS' by-laws and said it had been decided to use the one in the by-laws and asked if that correction could be made for the future.

3. Virtual Meeting Code of Conduct

Johnston stated that because AELS is doing a hybrid meeting with some attendees in person and some meeting virtually that AELS would use the virtual meeting codes of conduct so as to have a cohesive meeting as possible for everyone.

4. Board Member Introductions

Board members introduced themselves, the board seat they hold, and when their board term ends. Public member Bruce Magyar has resigned.

5. Review/Amend/Approve Agenda

Johnston pointed out that the agenda had changed as a five minute break had been added to allow for setting up for Executive Session.

On a Motion duly made by Catherine Fritz, seconded by Jeff Garness and approved unanimously, it was RESOLVED to approve the agenda,

6. Review/Approve Minutes from February 17-18, 2021 Board Meeting Edits

Fritz asked for "long" to be changed to "lot" on page 5 of minutes and page 6, item 4 of minutes adding "SIC" after "Legislative Committee Chair, Catherine Fritz" as that is incorrect information. Ed Leonetti abstained from voting as he was not yet a board member during the February 17-18th, 2021 board meeting.

On a Motion duly made by Catherine Fritz, seconded by Fred Wallis and approved unanimously, it was RESOLVED to approve the February 17-18, 2021 meeting minutes, pending suggested edits.

7. Review/Approve Minutes from April 14, 2021 Board Meeting HB61

On a Motion duly made by Catherine Fritz, seconded by Jeff Garness and approved unanimously it was RESOLVED to approve the April 14, 2021 meeting minutes.

8. Ethics Reporting

Johnson disclosed that she attended the NCEES Western Zone meeting as well as Jennifer Anderson who was the board's voting delegate. It was a virtual meeting so there was no cost to the government. Garness had discussions with both Senator Rebeck and the Alaska Policy

Forum as a private individual and not a board member regarding HB 61. Since the April 14, 2021, meeting Fritz has had both email and phone conversations with members of the AIA concerning HB 61. Johnston said that she too had several conversations with AIA about HB 61. Maxwell shared that he had conversations with APLS and APDC in personal support of HB 148 – Alaska coordinate system. Rozier said he had personally talked with Barbara Cash but no opinion had been stated.

9. Board Orientation

Johnston created a Powerpoint presentation to give an overview of the AELS Board's functions and the national organizations that it works with.

Break

10. Investigative Report

Jared Famularo gave a presentation on the investigative process when someone files a complaint.

Break

11. Executive Session

On a motion duly made by Loren Leman, seconded by Fred Wallis, a call for a motion to enter executive session the Alaska Board of Registration for Architects, Engineers, Land Surveyors and Landscape Architects is resolved to enter executive session in accordance with AS 44.6 2.310 C. 2 and 3, and the Alaska constitutional right to privacy provisions for the purpose of reviewing Case # 2021-000098, CASE # 2021-000209, a CE audit request, and a CE audit retired license. Roll Call Vote – All voted YES. Motion Passed.

Present in room or via Zoom: AELS Board, Jared Famularo, Erika Prieksat, Cynthia Cook, Marilyn Zimmerman, Joseph Lammers, Sara Neal.

On a Motion duly made by Jeff Garness, seconded by Fred Wallis and passed unanimously, it was RESOLVED to come out of Executive Session.

Lunch at 1:10

Reconvene/Roll Call

On a Motion duly made by Loren Leman, seconded by Jeff Garness having examined the consent agreement, decision and order in Case #2021-000098, in the matter of Derek J. Helmericks, Professional Civil Engineer registration #AELC11542 hereby adopts the consent agreement, decision and order in this matter. The consent agreement, decision and order takes immediate effect upon signature of this order in accordance with the approval by the Board. Motion passed through roll call vote.

On a Motion duly made by Ed Leonetti, seconded by Jeff Garness and passed unanimously, it was RESOLVED to go into Executive Session to discuss Case # 2021-000209, Case # 2021-000099 and Case # 2021-001081

Present in room or via Zoom: AELS Board, Sara Neal, Cynthia Cook and Marilyn Zimmerman

On a Motion duly made by Ed Leonetti, seconded by Jeff Garness and passed unanimously, it was RESOLVED to come out of Executive Session.

On a Motion duly made by Loren Leman, seconded by Fred Wallis having examined the voluntary surrender of professional civil engineer registration in the matter of Robert L. Anderson, Professional Civil Engineer registration #AELC12485, Case #2021-000209, hereby adopts the surrender in its entirety, effective immediately upon signature of this order in accordance with the approval by the Board. Motion passed through roll call vote.

On a Motion duly made by Fred Wallis, seconded by Jeff Garness in the matter of Robert F. Shaw, Professional Electrical Engineer registration #AELE10175, Case #2021-000099, hereby approves the retirement of his license effective immediately with the approval of the Board. Motion passed through roll call vote.

12. Licensing Examiner's Report

Neal shared the number of applications to be reviewed during this meeting as well as quarterly information pertaining to licensure, renewal and examination.

13. Application Review

The Board spent the rest of afternoon reviewing applications.

Recess for the Day

Reconvene Meeting/Roll Call

Jennifer Anderson
Bob Bell
Catherine Fritz
Jeffrey Garness
Elizabeth Johnston
Loren Leman
Ed Leonetti
Jake Maxwell
Randall Rozier
Fred Wallis

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

Sara Neal, Licensing Examiner
Sharon Walsh, Deputy Director
Emeritus Member – Colin Maynard

14. Division Update

Sharon Walsh gave the 3rd Quarter report for FY 2021. She also updated the AELS Board on the Executive Administrator search. The internal recruitment did not produce results so the external recruitment will be going out by Monday, May 24th, 2021 and will remain open 20 days. Fritz asked if Walsh incorporated the edits she made to the Class Specifications and the Job Description. Walsh had not seen those changes and will check with Director Chambers. Fritz inquired as to whether or not her changes should be incorporated before the recruitment is opened. Johnston would like the recruitment opened sooner than later so the new EA could participate in the national conferences that are coming up within the next few months.

Walsh also gave direction on the Annual Report for the committee that will be working on the report. She instructed them to include any travel whether it is for board meetings or national organization trips. Fritz shared that she would like to see the Strategic Plan be used in formulating the Annual Report as it identifies the tasks the Board is wanting to accomplish. Fritz also pointed out that the Board had wanted the Strategic Plan in the board book at the beginning of each meeting.

15. Special Request for Application Review – Casey Witt

He applied to the Board in August of 2014 for Land Surveyor by Comity and was found incomplete due to not enough course work and needing work experience. He applied again to the Board in February of 2020 requesting permission to sit for the AKLS Exam before finishing coursework. He was again found incomplete stating he needed to finish coursework before being approved. He has finished his coursework with UAA as well as completed the required experience and would like his application reviewed again as he has the education required. After reviewing his new submission of both education and experience, the board approved him based on Table A since he submitted his application in 2014.

16. Review AELS Action Items List / Strategic Plan

Johnston created an action list based on both the strategic plan and the tasks assigned during board meetings. As tasks are done they will come off the list. Fritz suggested a periodic review to match this list with the strategic plan to happen in February 2022 Board meeting. Fritz also suggested ensuring that any regulation change is checked to ensure what the national standards are before making a change that conflicts with those. Johnston asked that one action item is to possibly come up with a discipline matrix for the investigator but Board decided to postpone a decision until August 2021. Fritz encouraged the Continuing Education committee focus on what changes need to be made as AELS is in between renewal cycles. In talking about committees, Johnston talked about having subcommittee meetings between Board meetings. The Division encourages that all meetings where Board business is discussed be public noticed. Another action item that is currently with legal is checking to see what is needed for staff to be able to approve comity applicants for licensure. Fritz said legal has previously responded saying that clarifying language would need to be added to the AELS statutes as well as the Centralized Statutes and Regulations. Johnston clarified by saying she asked legal the question with different wording. Also with Legal is the question regarding whether Joint Ventures need Certificate of Authorizations. Rozier, Maxwell and Wallis volunteered to be on the Outreach Committee. Anderson will take the lead on the Annual Report and will also join the Continuing Education Committee.

17. New Business

Garness would like to address having a statute of limitations with investigations. He would like to deal with current issue against licensees and not issues that occurred years before. He solicited the opinions from the Board. Fritz brought up the issue of old charges against applicants which make them have to answer yes on their application. She suggested checking with NCARB and NCEES to see how they handle statutes of limitations. Because so few cases come in where this is an issue, Johnston asked if the Board wanted to focus on this as a project. Johnson suggested an action item for Garness of asking specific questions of legal relating to current constraints as it applies to AELS, starting with the investigator.

Lunch - 12 pm

Reconvene/Roll Call

18. Breakout Committee Meetings

Breakout Group #1 - Military spousal licensure (Leman, Johnston)

Breakout Group #2 - Outreach (Rozier, Garness, Leonetti, Maxwell, Wallis)

Breakout Group #3 - Annual Report (Fritz, Anderson)

19. Committee Updates

Military Spousal Licensure: Renamed the committee to be Service Member and Dependent Courtesy Licensure so that it would include the service member themselves if they are licensed as well as their dependents. In choosing the title Service Member instead of Military, it would also include the Coast Guard.

Four Proposed Actions:

- Set our fees and fee structure so that AELS has the option to waive the fee for three categories of fees: 1)Application fee waiver 2)Continuing Education Extension fee waiver 3)Renewal fee waiver
- More of a to-do item of adding a link on the AELS website to the already available state process for expedited review which is the state of Alaska's expedited review form that allows any member of the military or their spouse to request an expedited review by any of the state's licensing boards that already exists by attaching the form to the application.
- Categories for how friendly a state is for licensure: 1)Waive all state specific requirements and grant license if applicant has license in another jurisdiction that is like state where application is being made 2)Waive for a certain period of time the state specific requirements and grant a temporary license for that period. This is in line with what the legislature has been trying to do. Applicants would be granted a temporary license for a certain period of time and they have what is called a notice on their license or a restricted license that would prevent them from doing certain things. For example, for AELS a restricted licensee would not be able to practice in certain areas because they do not have a northern design course yet. No action today is needed, but the Board will need to reflect on this idea.
- Reviewing the AELS regulations and possibly changing language from "a license may be granted" to "a license shall be granted unless..."

Outreach Committee

Four Proposed Actions:

- Add to the new license letter information on the requirement for corporations, LLCs and LLPs to obtain a Certificate of Authorization, the need to obtain an Alaska business license and how to sign up for listserv.
- Frequently Asked Questions / Lessons Learned document that is broadcast over several platforms.
- Do Presentations at professional societies that would cover AELS in general terms, what AELS is currently dealing with and then the presenter could add to it as needed to make it more specific and to fill the time period given to present.
- How To Guide to stamping and sealing

The outreach committee will have a subcommittee meeting during the month of July and elected Jeff Garness as chair.

Annual Report (Fritz, Anderson, Bell)

Fritz shared that this is not just a projection of the future, but also an annual report of things that have occurred in the past year. It is a projection of what AELS wants to accomplish in the coming year, both in terms of goals and objectives, as well as what financial issues are associated with being able to carry out the things AELS wants to do. Fritz will either add the Strategic Plan under goals and objectives or attach it as an appendix. In the section regarding legislative issues and regulations, Fritz will include HB 61 and HB 148 and the involvement of the Board and how these will impact the Board on both of those bills. Johnston suggested saying that the Board has noted that this legislation is in progress and had the following concerns or comments and then document those in the annual report. Maxwell said that HB 148 is a reiteration of land coordinate grid system in 1927 and 1983 and is being produced by the National Geomatic Survey and will not be implemented to the public till around 2025. The bill has support from ASPLS and APDC. Fritz will state in the annual report that while HB148 does not impact the licensing of the profession directly, there may be impacts to the examination which should be considered. All travel will be included in the annual report as well, both board meetings and national organization meetings.

The Board put in the following proposed dates and locations for the 2021-2022 Board meetings: August 11-12, 2021 Fairbanks, November 9-10, 2021 Anchorage, February 8-9, 2022 Juneau, May 10-11, 2022 Anchorage.

Fritz will complete the draft of the annual report and send it to staff for review and formatting, and then the draft document will go to the whole Board for review by the second week of June.

On a Motion duly made by Ed Leonetti, seconded by Jeff Garness and passed unanimously, it was RESOLVED to have the CLARB membership be moved up to LEVEL B to allow for one funded delegate

The Continuing Education committee is still needing to update the forms and the regulation. Bell asked whether or not the Board wanted to approve courses to which Johnston and Leman responded that they did not want to start doing that. However, Johnston brought up the possibility of accepting health, safety, welfare courses from an approved list. Bell pointed out that right now an audited registrant has no way of knowing if his or her CE courses will be accepted. Bell would like to see the Board fix this issue in the CE regulations. Garness would like to make CE guidelines least restrictive as possible and as little oversight as possible.

Johnston will look at NCEES continuing competency requirements to see if it makes sense to make AELS' language more in line with NCEES. Bell thought the continuing education committee should do research and bring some options back to the Board. Leman thought it would be a good idea for those that are audited to include a sentence by each course taken as to how the person benefitted from the course. Fritz said that in conversations past two task items were identified as pertains to continuing education: 1) Changing the audit form and 2) Clarify and simplify the CE regulations language. It would be good to put a good example and a bad example (with all private identifying information redacted) of audit documents onto the website. After those two items are done it becomes a matter of outreach so that registrants understand what the requirements are. Johnston also brought up the point that there had been a question as to whether the Board could defer approval of the CE audit documentation to staff, but it had never been resolved. However, because there is a fine and license action for a failed audit staff could just bring questions to the Board and not make the decision that a registrant had failed an audit. One option would be that staff review audits based on clear guidance from the Board and only bring questionable ones to the Board for review. The continuing education committee will meet in a publicly noticed meeting in July. Fritz asked the committee to address the partial hour credit issues. Johnston said that NCEES recommended that nothing under 30 minutes would count. Fritz said that AIA's minimum increment is .25 but that is only counted after an hour minimum i.e. 1.25, 1.75 etc.

Break

20. Correspondence Sent

ADEC Esign
Glashan – Dewatering Systems
NTSB – 2nd Letter
Schumacher – PE Exam Eligibility
Randlett – Foundations
UA Graduate Letter – Outreach

21. Outreach Reports

There was no board discussion concerning correspondence sent or the outreach reports that had been submitted by Board members.

22. SE Regulation - 12 AAC 36.105 (h)

Emeritus member Colin Maynard joined the meeting to give input on the proposed regulation change to 12 AAC 36.105 (h) for structural engineering.

Proposed change:

12 AAC 36.105(h) is amended to read:

(h) 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

1) the 16-hour NCEES Structural Engineering Examination or

2) NCEES Structural II and Washington or California Structural III exams passed prior to 2011, or;

3) NCEES Structural I and NCEES Structural II passed prior to 2006, or;

4) Western States 16-hour Structural exam passed prior to 2004;

and 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 both may be granted a civil engineering registration.

All that is bolded and underlined is what is being added to the regulation. Maynard said that when Alaska made the SE a post-CE license, the Board made it so an applicant had to have a Principles of Engineering exam(PE) as well as the NCEES SE-16-hour exam. A lot of older engineers did not do the SE 16-hour exam since it has only been around since 2010 or 2011. Many have done either the SE I and II or the Western States Exam. The Western States Exam is a 16-hour exam that is managed by California, Washington, and Oregon. The SE I came out as essentially a PE test. For the states that wanted a 16-hour exam, NCEES created the SE II exam which can be used in conjunction with the SE I. Some states allow the SE I and the SE II, if both have been taken, to count as a 16-hour structural exam. Washington and California each had their own specific 16-hour structural exam. The Board was allowing the SE I exam or the SE II exam for a structural license as either were considered to be a Civil Structural exam. When the Board went to only taking the SE-16-hour exam, they said that the SE I or the SE II would allow a person to apply for a civil license. Johnston stated that the SE-16-hour exam is not considered a PE exam in some jurisdictions, however, NCEES does consider it to be a PE Exam. No western

states give an applicant a civil license with just the SE-16-hour exam. The SE 16-hour exam lacks the breadth of PE exams. The SE 16-hour exam has no civil content other than the overlapping topics of civil structural.

Neal said that the reason this regulation was not pushed forward was because John Kerr stopped it due to the language in the last sentence. It states that “Applicants who have passed the NCEES Structural Engineering I Examination, NCEES Structural Engineer II Examination, or both may be granted a civil engineering registration.” Kerr said that if someone did not have a PE exam, but did have the SE I and the SE II they would not be eligible for a civil license because they did not have a PE exam. Maynard said the words “or both” out of the last sentence. So it would read “Applicants who have passed the NCEES Structural Engineering I Examination or NCEES Structural Engineer II Examination may be granted a civil engineering registration.”

On a Motion duly made by Catherine Fritz seconded by Jeff Garness and passed unanimously, it was RESOLVED to accept changes as written in 12 AAC 36.105 (h) with the amendment.

23. National Organization Updates

NCEES & NCARB – No Board discussion

CLARB – Leonetti shared a calendar that he made showing application deadlines for board meetings and LARE testing dates. He will be sharing that with soon to be landscape architects who need to sit for the LARE exams. He also shared a slide presentation from CLARB’s uniform application they are reviewing. CLARB has gone through a rigorous process to develop an application with a goal to have a uniform application for all jurisdictions. Leonetti pointed out that much of the nation is moving this direction and the Board needs to consider how they want to handle it. Leonetti also talked about how CLARB has found that 1-3 years post education is when examinees are passing the LARE which means in some jurisdictions applicants could become licensed sooner. CLARB is considering four options for a pathway to licensure, all of them with varying degrees and experience but all include passing the LARE. CLARB has also been having discussions about the pre-approval to sit for the LARE in different jurisdictions. Alaska’s regulations make it so an applicant has to apply to the Board to take parts 1 and 2. They then have to gain enough experience before being granted permission to sit for parts 3 and 4. By the time applicants sit for parts 3 and 4, they have been out of school for some time. Leonetti asked why not just pre-approve an applicant with the required education to sit for all four parts of the LARE that they can take at any time. No requirement for education, experience or examination would be changed. It would just allow the applicant who has a LAAB accredited degree to sit for all four parts of the exam right out of school.

24. Read Applications Into the Record

On a motion duly made by Fred Wallis, seconded by Jeff Garness 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.

FIRST NAME	LAST NAME	TYPE OF LICENSE	MAY DECISION
------------	-----------	-----------------	--------------

FIRST NAME	LAST NAME	TYPE OF LICENSE	MAY DECISION
DANNY	CLARK	ARCHITECT	APPROVED
MATTHEW	PALAN	ARCHITECT	APPROVED
NATHAN	COHEN	ARCHITECT	APPROVED
MICHAEL	WANJA	ARCHITECT	APPROVED
ALEXANDER	DUNN	CIVIL	APPROVED
ANDREW	MCEACHERN	CIVIL	APPROVED
ANDREW	NIEMI	CIVIL	APPROVED
ANDREW	SAVAGE	CIVIL	APPROVED
ANDREW	WYCKLENDT	CIVIL	APPROVED
CHRISTOPHER	BOWERS	CIVIL	APPROVED
COLETTE	SNUFFIN	CIVIL	APPROVED
CONRAD	CHANDLER	CIVIL	APPROVED
DONALD	KLEYWEG	CIVIL	APPROVED
EMILY	WOHLFARTH	CIVIL	APPROVED
MELISSA	MONCADA	CIVIL	APPROVED
RONALD	JOHNSON	CIVIL	APPROVED
STEPHANIE	SCHWINDT	CIVIL	APPROVED
YOUSSEF	BOUGATAYA	CIVIL	APPROVED
BRENT	RUPP	ELECTRICAL	APPROVED
CAMDEN	BREEDING	ELECTRICAL	APPROVED
EARL	WISER	ELECTRICAL	APPROVED
JOHN	WILLIAMS	ELECTRICAL	APPROVED
RYAN	HINSON	FIRE PROTECTION	APPROVED
BILLY	WISE	MECHANICAL	APPROVED
DUNG	VU	MECHANICAL	APPROVED
JIMMY	DELMAS	MECHANICAL	APPROVED
JOEL	DAVIS	MECHANICAL	APPROVED
KEDAR	GUJARATHI	MECHANICAL	APPROVED
TIMMON	GRABBE	MECHANICAL	APPROVED
DUSTIN	DAVISON	STRUCTURAL	APPROVED
GRANT	THORSON	CIVIL	APPROVED
MICHAEL	BANASIAK	CIVIL	APPROVED

On a motion duly made by Fred Wallis, seconded by Jeff Garness 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.

FIRST NAME	LAST NAME	TYPE OF LICENSE	MAY DECISION
ANDREW	WARWICK	CHEMICAL	CONDITIONAL
BENJAMIN	GERWIG	CIVIL	CONDITIONAL
ELLIOTT	ANDERSON	CIVIL	CONDITIONAL
GABRIEL	THOMAS	CIVIL	CONDITIONAL
MICHAEL	NAYLOR	CIVIL	CONDITIONAL
PETER	ERATH	CIVIL	CONDITIONAL
TAYLOR	LAITI	CIVIL	CONDITIONAL
TORY	JACKSON	CIVIL	CONDITIONAL
DEANNA	NIELSON	ELECTRICAL	CONDITIONAL
JAMES	SATTEM	ELECTRICAL	CONDITIONAL
REGGIE	HEADRICK	ELECTRICAL	CONDITIONAL
SAMANTHA	REDICK	ELECTRICAL	CONDITIONAL
STEPHEN	HUNT	ELECTRICAL	CONDITIONAL
TAYLOR	BENDT	ELECTRICAL	CONDITIONAL
BRYAN	FARRELL	MECHANICAL	CONDITIONAL
CLAYTON	KRUEGER	MECHANICAL	CONDITIONAL
JOHN	DUTTON	MECHANICAL	CONDITIONAL
LUKE	RUBALCAVA	MECHANICAL	CONDITIONAL
SETH	ALEXANDER	MECHANICAL	CONDITIONAL
TAMRA	KORNFIELD	MECHANICAL	CONDITIONAL
RYAN	CIOLKOSZ	PETROLEUM	CONDITIONAL
CASEY	WITT	LAND SURVEYOR	CONDITIONAL
JAIME	BRONGA	PETROLEUM	CONDITIONAL
CHRISTOPHER	BLITZ	LAND SURVEYOR	CONDITIONAL

On a motion duly made by Fred Wallis, seconded by Jeff Garness and passed unanimously, it was RESOLVED to find the following list of applicants for registration by comity and by examination incomplete with the stipulation that the information in the applicants' files will take precedence over the information in the minutes.

FIRST NAME	LAST NAME	TYPE OF LICENSE	MAY DECISION
MIKKEL	FOLTMAR	ENVIRONMENTAL	INCOMPLETE

On a Motion duly made by Ed Leonetti seconded by Jeff Garness and passed unanimously, it was RESOLVED to create a regulation project to review 12 AAC 36.068 (i).

25. Board Member Comments

Board members were thankful for the opportunity for some to meet in person. New members were welcomed by Leman. Garness noted that he was glad to see the action item list for tasks to get accomplished. Fritz and Anderson expressed thanks to Johnston and Neal for the work that went into preparing the meeting. Johnston thanked the Board for their hard work and is looking forward to getting some of the tasks accomplished and processes improved so the Board can devote its attention to other important matters.

Adjourn Meeting – 4:58pm

EXAMINERS REPORT- August 11th – 12th, 2021

THIS REPORT IS FOR April 1st – June 30th, 2021

APPLICATIONS TO BE REVIEWED:

FIELDS OF PRACTICE/DISCIPLINE	COMITY		EXAM		FIELDS OF PRACTICE/DISCIPLINE	COMITY		EXAM	
	2020	2021	2020	2021		2020	2021	2020	2021
AGRICULTURAL	0	0	0	0	METALURGICAL & MATERIALS	0	0	0	0
CHEMICAL	1	1	0	0	MINING & MINERAL	0	0	0	0
CIVIL	26	23	14	16	NAVAL ARCHITECTURE & MARINE	0	0	0	0
CONTROL SYSTEMS	0	0	1	0	NUCLEAR	0	0	0	0
ELECTRICAL	15	6	1	3	PETROLEUM	0	0	2	0
ENVIRONMENTAL	1	0	2	0	STRUCTURAL	6	3	0	1
FIRE PROTECTION	1	3	3	1	ARCHITECT	4	5	1	0
INDUSTRIAL	0	0	0	0	LANDSCAPE ARCHITECT	0	0	0	0
MECHANICAL	13	4	2	2	LAND SURVEYOR	0	0	1	0
TOTAL						66	45	27	23

REGISTRATIONS AND RENEWALS:

REGISTRATIONS	TOTAL	REGISTRATIONS	TOTAL
ARCHITECT	6	CORPORATIONS	4
LANDSCAPE ARCHITECT	0	LIMITED LIABILITY	4
LAND SURVEYOR	6	LIMITED PARTNERSHIP	0
ENGINEERS	70		

RENEWALS/REINSTATEMENTS/RETIRED	FIRM	INDIVIDUAL
RENEWALS RECEIVED BEFORE 12/31/2019	545	5743
RENEWALS RECEIVED ON/AFTER 01/01/2020	132	497
REINSTATEMENTS RECEIVED	N/A	1
RETIRED REGISTRATIONS-1/1/2020	N/A	178

EXAM RESULTS:

EXAM	PASS	FAIL	NO SHOW	EXAM	PASS	FAIL	NO SHOW	EXAM	PASS	FAIL	NO SHOW
FE	44	26	0	PE	36	22	1	AKLS	8	5	
FS	5	5	0	PS	4	1	0	SE		1	

LICENSE VERIFICATIONS:	40
-------------------------------	-----------

ADDITIONAL COMMENTS:

- October of 2021 will be the last pencil and paper PE CE exam



MEMORANDUM

DATE: July 28, 2021
TO: Architects, Engineers, and Land Surveyors
THRU: Greg Francois, Chief Investigator
FROM: Erika Prieksat, Investigator *ELP*
RE: Investigative Report for the August 11, 2021 Meeting

The following information was compiled as an investigative report to the Board for the period of May 04, 2021 thru July 28, 2021; 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 - 14

<u>Case Number</u>	<u>Violation Type</u>	<u>Case Status</u>	<u>Status Date</u>
ARCHITECT			
2021-000547	License application problem	Intake	06/29/2021
ENGINEER			
2017-001125	Violation of licensing regulation	Complaint	10/26/2017
2018-000851	Unprofessional conduct	Complaint	07/31/2018
2020-000410	Violation of licensing regulation	Complaint	04/28/2020
2020-000411	Violation of licensing regulation	Complaint	04/28/2020
2020-000445	Incompetence	Complaint	06/16/2020
2020-000565	Fraud or misrepresentation	Complaint	06/22/2020
2020-000840	Violation of licensing regulation	Complaint	10/07/2020

2021-000423	Unprofessional conduct	Complaint	05/19/2021
2021-000561	Incompetence	Complaint	07/15/2021
2021-000210	Continuing education	Investigation	06/30/2021

LAND SURVEYOR

2020-000416	Violation of licensing regulation	Complaint	06/03/2020
2021-000459	Incompetence	Complaint	06/02/2021

MECHANICAL ENGINEER

2021-000207	Continuing education	Investigation	05/14/2021
-------------	----------------------	---------------	------------

Closed - 15

<u>Case #</u>	<u>Violation Type</u>	<u>Case Status</u>	<u>Closed</u>	<u>Closure</u>
---------------	-----------------------	--------------------	---------------	----------------

ELECTRICAL ENGINEER

2021-000606	License application problem	Closed-Intake	07/15/2021	Review Complete
2021-000099	Continuing education	Closed-Investigation	05/27/2021	No Action - No Violation

ENGINEER

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
2021-000098	Continuing education	Closed-Investigation	05/26/2021	License Action
2021-000209	Continuing education	Closed-Investigation	06/16/2021	License Action

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

2020-000540	Violation of licensing regulation	Closed-Complaint	05/26/2021	No Action - No Violation
-------------	-----------------------------------	------------------	------------	--------------------------

LANDSCAPE ARCHITECT

2021-000630	License application problem	Closed-Intake	07/21/2021	Review Complete
-------------	-----------------------------	---------------	------------	-----------------

MECHANICAL ENGINEER

2021-000399	Falsified application	Closed-Complaint	07/14/2021	Other (See Abstract)
2020-001081	Continuing education	Closed-Investigation	05/25/2021	No Action - No Violation

STRUCTURAL ENGINEER

2021-000574	License application problem	Closed-Intake	07/14/2021	Review Complete
-------------	-----------------------------	---------------	------------	-----------------

PROBATION REPORT

<u>Name</u>	<u>Case #</u>	<u>Probation Start</u>	<u>Probation End</u>
**Floyd Tetpon	2021-000056	11/25/2020	Hold

Released from probation: None

SPECIAL NOTES:

**Floyd Tetpon: initial Land Surveyor License is "In Process." Probation status of 1 year will be begin when Tetpon's license is granted.

END OF REPORT

From: [David Stierwalt](#)
To: [Board of AELS \(CED sponsored\)](#)
Subject: RE: [External] Sealing Structural Engineering Calculations
Date: Thursday, July 1, 2021 8:50:09 AM

Thank you.

May I request the board formally revisit this 2019 manual language and based on the 2007 guidance, remove the words “specifications and calculations” from these two sentences, as it appears to be contradictory to other language in the guidance manual and past board decisions. Sealed drawings are the only documents from which a project can be built, therefore they should be the only documents that are sealed. A project cannot be constructed from a calculation package or specifications, therefore they should not be sealed.

David Stierwalt, PE

Principal/Manager – Alaska Office

I will be out of the office from 7/1 until 7/12

Reid Middleton, Inc.

Civil & Structural Engineering | Planning | Surveying

4300 B Street | Suite 302 | Anchorage, AK 99503

Direct: 907-433-3305 | Office: 907-562-3439 | Mobile: 907-952-4698

From: Board of AELS (CED sponsored) <aelsboard@alaska.gov>
Sent: Wednesday, June 30, 2021 3:22 PM
To: David Stierwalt <dstierwalt@reidmiddleton.com>
Subject: RE: [External] Sealing Structural Engineering Calculations

Hi David –

The current Guidance Manual (3/11/2019) states the following:

SEALING PROFESSIONAL WORK

The law and applicable codes in Alaska have requirements that professional submissions must be sealed by the professional who prepared the documents and/or supervised the preparation. Specific Alaskan laws require that drawings used for construction bear the seal of an Alaskan registered architect, engineer, land surveyor, and/or landscape architect, as appropriate. Additionally, the International Building Code as adopted by 13 AAC 50-55 contains this requirement. Registered architects, engineers, land surveyors, and landscape architects are responsible for their professional design services. The public, as well as building officials, rely on the professional’s expertise. **As a result, professional submissions, such as drawings, specifications, and calculations, should clearly show the identity of the professional who prepared them. Drawings, specifications, and calculations must have a signed and dated seal and otherwise comply with the**

requirements of state laws. Ultimately, the responsibility for any deficiencies may not be clear without the required proper professional identification

I am checking with current board members to see if they know when/if the board opinion changed on this matter.

Thank you for checking,

Sara Neal

Licensing Examiner

[Board of Registration for](#)

[Architects, Engineers and Land Surveyors](#)

P (907)465-2540 F (907)465-2974

aelsboard@alaska.gov

During this time of uncertainty you may experience some delays in reaching staff. We appreciate your patience and apologize for any inconvenience. For more information about Alaska's response to COVID-19, please visit coronavirus.alaska.gov.

From: David Stierwalt [<mailto:dstierwalt@reidmiddleton.com>]

Sent: Monday, June 28, 2021 2:28 PM

To: Board of AELS (CED sponsored) <aelsboard@alaska.gov>

Subject: Sealing Structural Engineering Calculations

In the board meeting minutes from February 2007, the AELS board held that calculations do not require sealing.

http://www.commerce.state.ak.us/occ/pub/AELS_Feb_2007_Final_Minutes.pdf

Is this still the board's position, or has this opinion changed?

David Stierwalt, PE, SE

Principal/Manager – Alaska Office

Reid Middleton, Inc.

Civil & Structural Engineering | Planning | Surveying

4300 B Street | Suite 302 | Anchorage, AK 99503

Direct: 907-433-3305 | Office: 907-562-3439 | Mobile: 907-952-4698

SEALING PROFESSIONAL WORK

The law and applicable codes in Alaska have requirements that professional submissions must be sealed by the professional who prepared the documents and/or supervised the preparation. Specific Alaskan laws require that drawings used for construction bear the seal of an Alaskan registered architect, engineer, land surveyor, and/or landscape architect, as appropriate. Additionally, the International Building Code as adopted by 13 AAC 50-55 contains this requirement.

Registered architects, engineers, land surveyors, and landscape architects are responsible for their professional design services. The public, as well as building officials, rely on the professional's expertise. As a result, professional submissions, such as drawings, specifications, and calculations, should clearly show the identity of the professional who prepared them. Drawings, specifications, and calculations must have a signed and dated seal and otherwise comply with the requirements of state laws. Ultimately, the responsibility for any deficiencies may not be clear without the required proper professional identification.

The State Fire Marshal or the designated building official require that all drawings have the seal of an architect, engineer, land surveyor, or landscape architect, as appropriate. Alternately, a notation on the drawings and/or building permit applications must note the reason for the lack of a seal or the state law exempting the preparation of the drawings by registered professionals. (AS 08.48.331)

Stamping by Professional Expertise

Architects, engineers, land surveyors, and landscape architects, as design professionals, are responsible for performing design services within their area of expertise. Registered professionals may not perform design services outside their area of expertise or registration. They shall not seal work performed by others unless they were prepared under the registrants' direct supervision.

Sealing plans for which a registrant does not have the expertise and registration is a violation of AS 08.48. Sealing or stamping work outside of expertise is NOT permitted! A registrant may not sign or seal a drawing or document dealing with professional services in which the registrant is not qualified to sign or seal by virtue of education, experience, and registration as specified in 12 AAC 36.185(a)(1). In addition, the preparation of and the sealing, signing and dating of plans, documents or calculations by an out of state individual who is not registered in the State of Alaska is a violation of AS 08.48.

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.

Sealing and Signing

The minimum acceptable standards for the sealing and submittal of drawings and documents are that all final documents must include a seal, a signature, and a date. An electronic image of the signature may

be used over the seal if the Registrant or the owner of the documents retains an original copy of the documents. The documents must be accessible for later reference having either:

1. An original hand signature over the seal; or
2. Software in place that will automatically remove or modify the electronic image of the signature if the document is modified.

Signatures shall be located over the seals. Dates shall be included by electronically or manually inserting them within the seals or within 2” of the seals. Seals shall be large enough so text within them is legible.

Stamping and Signing of Plans

All design work so performed shall be sealed and signed as specified in 12 AAC 36.185(a)(3). Additionally, per 12 AAC 36.185(g), the registrant shall include on all documents that are required to be signed and sealed: its business name, physical address, and telephone number; the project name or identification; the project address or location; and the certificate of authorization number issued to the corporation, limited liability company, or limited liability partnership to practice architecture, engineering, land surveying, or landscape architecture, if applicable.

Each sheet of final drawings approved for construction shall bear the signed and dated seal of the responsible professional(s) (i.e., architect, engineer, surveyor, or landscape architect). Cover sheets that do not include design elements do not require a seal. Alaska Statute 08.48.221 Seals specifically 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 the statute and agreed unanimously that final drawings, specifications, surveys, plats, plates, reports, or similar documents include, but is not limited to, parcel exhibits, parcel plats, legal descriptions, and similar professional works that may or may not be part of other documents.

Drawings, specifications, or other documents shall be sealed and signed as follows:

Preliminary Documents do not necessarily require stamping and signing. If they are sealed, they shall be clearly identified as Preliminary or Draft Documents.

Record Drawings⁴ 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

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

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.

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 Builts 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 that 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 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.

(3) evidence that by reasonable analysis might result in alternate positions or boundaries from those of record.

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.

Code	To whom assigned	Deadline
02-2021-01	Staff	30 days post meeting
02-2021-02	Entire committee	04/14/2021
02-2021-03	Staff	Apr-21
02-2021-04	Chair/Staff	Apr-21
02-2021-05	Johnston	05/18/2021
02-2021-06	Bell	Apr-21
02-2021-07	Johnston	04/28/2021
02-2021-08	Anderson	Apr-21
02-2021-09	Johnston	May-21
02-2021-10	Lehman (Legislative c	Apr-21
02-2021-11	Leonetti	May-21
02-2021-12	Fritz	Jun-21
02-2021-13	Anderson	May-21
02-2021-14	Fritz/Johnston	
02-2021-15	Staff-Jun	May-21
02-2021-16	Lehman (Legislative committee)	
02-2021-17	Outreach Committee	04/21/2021
02-2021-18	Fritz/Rozier	
02-2021-19	Leonetti	05/20/2021
02-2021-20	Anderson/Garness/Leman/Wallis	
02-2021-21	Maxwell/Bell	
02-2021-22	Johnston	
02-2021-23	Lehman (Legislative committee)	
02-2021-24	Lehman (Legislative committee)	
02-2021-25	Outreach Committee	Aug-21
02-2021-26	Investigations commit	Aug-21
02-2021-27	Investigations commit	Aug-21
02-2021-28	Outreach Committee	Aug-21
02-2021-29	CE Committee	
02-2021-30	CE Committee	
02-2021-31	Refer to Legal	
02-2021-32	Licensure Mobility Committee	
02-2021-33	Refer to Legal	04/23/2021
05-2021-01	Johnston	Nov-21
05-2021-02	Johnston	Mar-22
05-2021-03	Leonetti	Sep-21
05-2021-04	Fritz/Rozier	Jun-21
05-2021-05	Fritz	Aug-21
05-2021-06	Staff	Aug-21
05-2021-07	Staff	Aug-21
05-2021-08	Garness	Aug-21
05-2021-09	Outreach Committee	Aug-21
05-2021-10	outreach Committee	Aug-21
05-2021-11	Outreach Committee	Aug-21
05-2021-12	Outreach Committee	Aug-21

05-2021-13 Staff
05-2021-14 Leonetti
05-2021-15 Staff

Aug-21
Aug-21
Aug-21

Item Description

Draft Meeting minutes

Schedule/hold teleconference to act on proposed HB61 and prepare a name to testify on behalf of AELS.

Place travel request for May meeting (Anchorage)

Update committee assignment roster

Conduct new committee member orientation at May meeting

Randlett-Design Limitations—Correspondence response due

PE Exam Eligibility—Schumacher—Correspondence response due

Glashan Practice Question (dewatering considered engineering?)—Correspondence response Due

Update language on subprofessional experience to include working as a contractor in the field.

NTSB Safety Recommendations—respond with letter to the Governor similar to August 2019—Corresponce respor

CLARB Report due (mid-year update meeting 4/7/2021)

NCARB Report Due (annual meeting 6/24-6/26)

NCEES Report Due (Western Zone Meeting)

Meet with Director Chambers on Executive Administrator position. Participate in Working Group with Division to review salaries, job descriptions, and similar personnel issues.

Public Notice 12 AAC 36.066 Verification of Land Surveyor Work Experience

Respond to request to ease the licensing burden for military spouses

Send congratulatory letter to UA engineering and land surveying graduates.

Develop 1 outreach project and complete report. - Architecture

Develop 1 outreach project and complete report. —Landscape Architecture

Develop 1 outreach project and complete report. - Engineering

Develop 1 outreach project and complete report. - Surveying

Identify administrative tasks that the Board can assist with while a new Executive Director is selected and orientec

Complete the statutory clean-up project started in 2019.

Draft statute changes identified in 2019 in bill form, and obtain a bill sponsor.

Share investigation information with registrants, including patterns of complaints so registrants can be educated.

Improve early interventions with investigator cases to increase efficiency.

Develop a lessons learned summary with investigator and board to increase consistency and share knowledge. (cc

Meet with architectural and engineering societies to listen to comments on legislature's proposed interior design |

Study existing continuing education problems, and draft regulation changes to address.

Develop improved CE audit reporting forms and instructions to registrants.

Identify statute and regulation changes that are necessary to empower staff to perform some level of application

Draft regulation change to accept NCEES application files.

Do joint ventures require a COA?

Attend NCEES annual meeting & create report

Attend fire marshal forum

Attend CLARB annual meeting & create report

Attend NCARB annual meeting & create report

Revisions to Architect by Comity board ballot

Review current provisions for application sunseting and report

Mission statement update on internal documents and ensure website is correct

We will ask specific questions of legal relating to current constraints on complaints as it relates to AELS.

Add to newly licensed letter the corporate authorization information

FAQ document

present at professional societies on AELS in general terms/what we are currently working on/customized by prese

how to guide to stamping and sealing documents

Outreach committee July notice

Regulation project LA direct examination approval

Change CLARB membership to level that includes travel (waiting until renewal of membership in September)

Status

Complete
Complete
Complete
Complete
Complete
Complete
Complete
Complete

No Change

Complete
Complete

No Change

Complete

Ongoing
Ongoing
Ongoing

Complete

No Change

Complete

No Change

No Change

Ongoing

No Change

No Change

Ongoing

Ongoing

Ongoing

Ongoing

No Change

No Change

Ongoing

No Change

No Change

no Change

no Change

no Change

no Change

Complete

Complete

Complete

no Change

no Change

no Change

no Change

no Change

Complete

no Change

no Change

Randall Rozier – Architect
P.O Box 10108
Fairbanks, AK 99710
March 1, 2021 – March 1, 2025
907-450-2415 (work)
907-687-1179 (cell)
rrozier@bettisworthnorth.com

Elizabeth Johnston, Electrical Engineer, Fire Inspector
Engineer –Chair
1237 Donna Drive
Fairbanks, AK 99712
March 1, 2017 – March 1, 2025
907-456-3123 (home)
lise.johnston@ieee.org

Jake Maxwell, Land Surveyor
3101 West 34 th Avenue, Apt. 3
Anchorage, AK 99517
March 1, 2021 – March 1, 2025
907-301-4231 (cell)
jmaxwellak@gmail.com

Jennifer Anderson, Civil Engineer, Environmental Engineer
– Vice Chair
2011 Tributary Circle
Anchorage, AK 99516
March 1, 2018 - March 1, 2022
907-351-9158
jennifer.ann.anderson@gmail.com

Frank Robert “Bob” Bell, Land Surveyor
2610 Curlew Circle
Anchorage, AK 99502
March 1, 2020 - March 1, 2024
907-441-9324 (cell)
bbell@frbcmh.com

Catherine Fritz, Architect
4120 Birch Lane
Juneau, AK 99801
March 1, 2016 - March 1, 2024
907-957-2068 (cell)
jnucatherine@yahoo.com

Jeffrey Garness, Environmental Engineer
3701 Tudor Rd, Suite 101
Anchorage, AK 99507
March 1, 2020 - March 1, 2024
907-244-9612 (work)
jeff@garnessengineering.com

Loren Leman, Civil Engineer
2699 Nathaniel Court
Anchorage, AK 99517
March 1, 2020 - March 1, 2024
907-243-2000 (work)
loren@lorenleman.com

December 15, 2020 - March 1, 2022
859-321-9181 (cell)
907-344-2202 (home)

Edward Leonetti, Landscape Architect
800 F street
Anchorage, AK 99502
March 1, 2021 – March 1, 2025
907-257-9290 (work)
907-830-5283 (cell)
907-563-9896 (home)
Ed.leonetti@coffman.com

Fred Wallis, Mining Engineer
V.P. Engineering
P.O. Box 1000
Usibelli Coal Mine
Healy, AK 99743

March 1, 2016 - March 1, 2024
907-683-9749 (work)
907-460-4092 (cell)
fredw@usibelli.com

Board Staff

Vacant, Executive Administrator
Division of Corporations, Business & Professional
Licensing
P.O. Box 110806
Juneau, AK 99811-0806
907-465-3262
aelsboard@alaska.gov

Sara Neal, Licensing Examiner
Division of Corporations, Business & Professional
Licensing
P.O. Box 110806
Juneau, AK 99811-0806
907-465-2540
sara.neal@alaska.gov

Jared Famularo, Investigator
550 West 7 th Avenue, Suite 1500
Anchorage, AK 99501-3567
907-269-8176
jared.famularo@alaska.gov

Investigatory Advisory
Guidance Manual
Outreach

Investigatory Advisory
Licensure Mobility (Chair)
Continuing Education (Chair)

Investigatory Advisory
Guidance Manual
Outreach

Investigatory Advisory
Budget
Continuing Education

Investigatory Advisory
Legislative Liason
Continuing Education

Legislative Liason
Planning & Implementation (Chair)
Investigatory Advisory
Budget

Investigatory Advisory
Continuing Education
Legislative Liason
Outreach (Chair)

Investigatory Advisory
Licensure Mobility
Legislative Liason (chair)

Investigatory Advisory
Legislative Liason

Investigatory Advisory
Legislative Liason
Guidance Manual
Planning & Implementation
Outreach

	Current Issue/project
Investigatory Advisory	
Licensure Mobility	Military Spousal Licen:
Guidance Manual	
Legislative Liason	Barrier Crimes & Cond
Emeritus Status	all outgoing members
Planning & Implementation	ongoing tasks as notec
Continuing Education	CEU forms, revisions 1
Outreach	Annual outreach proje
Budget	Annual report

regulatory issues?

Investigatory Advisory

Emeritus Status

Outreach

sure

ditions, HB61

are asked if they desire Emeritus status

d in Action Follow-ups are being monitored for progress, caretakers of strategic plan and updating
to regulations

ects A/E/S

Annual Report

Fiscal Year 2021

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



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

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

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

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

**Board of Architects, Engineers, and Land Surveyors
FY 2021 Annual Report**

Table of Contents

Identification of the Board	Page X
Identification of the Staff	Page X
Narrative Statement	Page X
Budget Recommendations	Page X
Proposed Legislative Recommendations	Page X
Regulatory Recommendations	Page X
Goals and Objectives	Page X
Sunset Audit Recommendations	Page X

**Board of Architects, Engineers, and Land Surveyors
FY 2021 Annual Report**

Identification of the Board

Board Member	Duty Station	Date Appointed	Term Expires
Elizabeth Johnston, Chair Electrical Engineer	Fairbanks, AK	Mar 01, 2017	Mar 01, 2025
Catherine Fritz, Vice Chair Architect	Juneau, AK	Mar 01, 2016	Mar 01, 2024
Jennifer Anderson, Secretary Civil Engineer	Anchorage, AK	Mar 01, 2018	Mar 01, 2022
Robert (Bob) Bell Land Surveyor	Anchorage, AK	Mar 01, 2020	Mar 01, 2024
Jeffrey Garness Engineer Other Than Those Listed	Anchorage, AK	Mar 01, 2020	Mar 01, 2024
Loren Leman Civil Engineer	Anchorage, AK	Mar 01, 2020	Mar 01, 2024
Edward Leonetti Landscape Architect	Anchorage, AK	Mar 01, 2021	Mar 01, 2025
Jake Maxwell Land Surveyor	Anchorage, AK	Mar 01, 2021	Mar 01, 2025

**Board of Architects, Engineers, and Land Surveyors
FY 2021 Annual Report**

Identification of the Board (continued)

Board Member	Duty Station	Date Appointed	Term Expires
Randall Rozier Architect	Fairbanks, AK	Mar 01, 2021	Mar 01, 2025
Fred Wallis Mining Engineer	Healy, AK	Mar 01, 2016	Mar 01, 2025

**Board of Architects, Engineers, and Land Surveyors
FY 2021 Annual Report**

Identification of Staff

Vacant – Executive Administrator

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

Sara Neal – Licensing Examiner

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

Vacant - Investigator

Department of Commerce, Community & Economic Development
Division of Corporations, Business and Professional Licensing
550 West 7th Avenue, Suite 1500
Anchorage, Alaska 99501-3567
(907)465-2550

Jun Maiquis – Regulation Specialist II

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

Marilyn Zimmerman – Paralegal II

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

Board of Architects, Engineers, and Land Surveyors FY 2021 Annual Report

Narrative Statement

In FY21, the Board of Registration for Architects, Engineers, and Land Surveyors (AELS) held four, two-day meetings (three were held fully video conference and the fourth was available via both in person and video conference), and one special teleconference on a proposed legislative bill that would affect AELS Board operations. The board provided new board member orientation, reviewed public comments on proposed changes to regulations, reviewed applications for registration, participated in affiliated national organization topics and meetings, and deliberated and responded to requests for clarification. All meetings and application deadlines were public noticed as required. Meeting agendas, minutes, and public versions of board packets were made available on the AELS website.

FY20 Highlights

- The strategic plan was refined, and specific Action Items were identified for the year.
- The comprehensive review and update of AELS Statutes and Regulations continued. The regulation updates are underway. Public hearing is expected in FY 2021.
- Board discussed impacts to board of HB61, Licensing of Interior Designers and met with bill sponsor.
- Board performed an audit of continuing education requirements, reviewing 303 registrants.

Board Membership

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

Currently, the majority of engineers serving on the board maintain professional registrations in multiple disciplines and represent 5 of the 15 branches of engineering regulated by the board.

Investigations in FY21, 37 cases were opened, 13 of which are still open. The majority of cases continue to be related to unlicensed practice or activity, or a violation of licensing regulations.

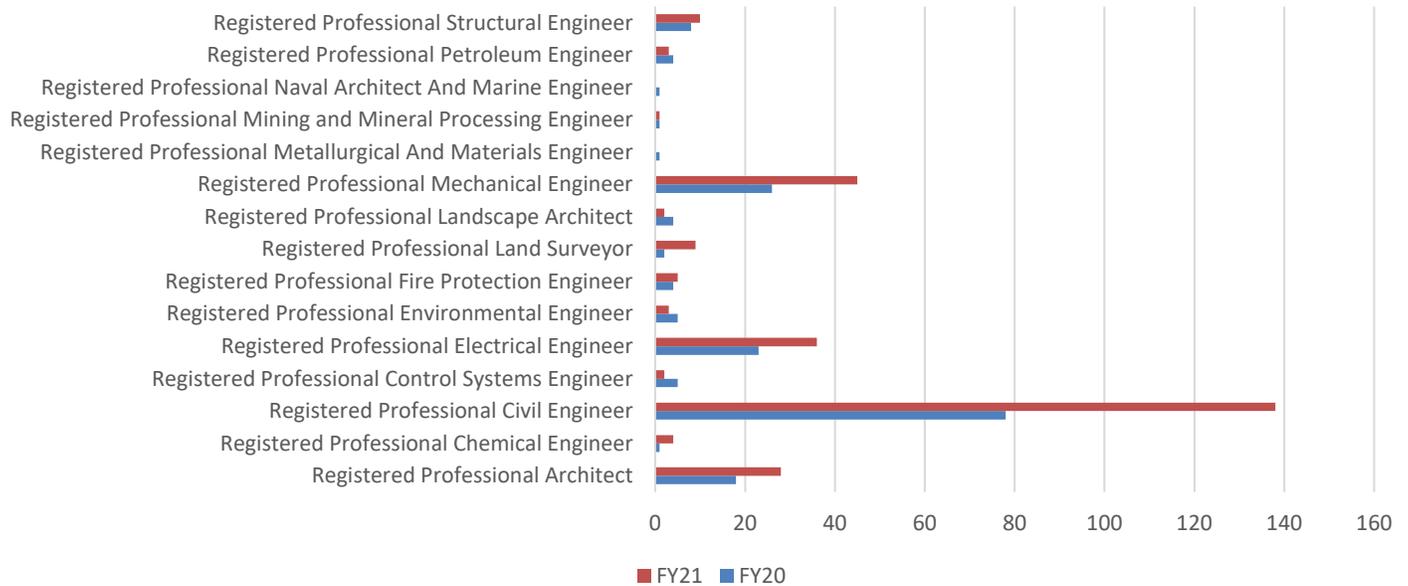
Registration as of June 23, 2021, 292 registrations were issued in FY21. The following chart provides a breakdown of registrations by field of practice and branch of engineering for both FY20 and FY21.

In addition to individual registrations, 48 firms, including 24 Corporations, 23 Limited Liability Companies and 1 Limited Liability Partnership were issued Certificates of Authorization in FY21.

CONTINUED ON FOLLOWING PAGE

FY 2021 Narrative Statement (continued)

FY20 & FY21 Individual Registrations



Legislation & Regulation Updates Proposed comprehensive AELS regulation updates were delayed in 2020 due to Covid-19 staff impacts, and significant turnover in board membership and AELS staff. The updates are now expected to proceed with public notice in FY2022. Three relevant bills are currently being considered by the Alaska legislature:

- HB148, Modifications to Land Surveying Coordinates, has no direct impact on the board, but content adjustments to the Alaska land surveying examination may be necessary.
- HB61, Licensing of Interior Designers proposes to expand the board to 13 members and add a new registration discipline. Board members are concerned about impacts; will continue to monitor the bill and work with the sponsor to suggest improvements. **Testimony by the board to the House Labor & Commerce Committee in May 2021 is included in the Annual Report Appendix.**
- HB15, Temporary Licenses, may affect the practice of regulated professions and is being monitored by the AELS board. Related concerns to simplify and/or expedite licensing for military spouses was also discussed by the board, and administrative improvements are expected in FY22.

National Memberships

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

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

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

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

FY 2021 Narrative Statement (continued)

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

To encourage member participation, NCEES pays meeting registration, travel, and lodging expenses for three delegates from each member board and each member board administrator (MBA) to attend both the regional and annual meetings. NCEES also covers travel expenses for each member board chair and MBA to attend the Board President's Assembly, held biennially. Similarly, NCARB pays meeting registration, travel, and lodging expenses for two delegates from each board, one public member, and the member board executive (MBE). Travel expenses for one board member to attend the CLARB Annual Meeting has historically been covered by the State of Alaska, but a proposed change in dues will allow two people to attend the annual meeting. All three organizations encourage active participation in committee work, and pay for committee members to travel for meetings when necessary.

During FY 2021, the Covid-19 pandemic caused all meetings to be held virtually. Various members of the board and the Executive Administrator attended the following meetings to discuss legislation, deregulation trends, evolving technology and its effect on regulatory boards, national standards for education and experience, examination content, law enforcement, and identify potential areas for streamlining application processes to increase licensure mobility between jurisdictions:

- NCEES Annual Meeting, August 2020
- CLARB Annual Meeting, September 2020
- NCARB Regional Summit, March 2021
- NCEES Western/Southern Zone Interim Meeting, May 2021
- NCARB Annual Meeting, June 2021

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

- Board Member Loren Leman continues to serve on the University of Alaska Anchorage, College of Engineering's Advisory Council, Denali Commission Transportation Advisory Committee, and LeTourneau University Board of Trustees.
- AELS Chair Elizabeth Johnston and board member Fred Wallis continue to serve on the University of Alaska Fairbanks, College of Engineering's Advisory Council.
- Board Member Jake Maxwell serves on the Alaska Professional Design Council.
- Board member Catherine Fritz was elected Secretary to the Western Council of Architectural Registration Boards (WCARB) Executive Committee. She also led the WCARB Strategic Plan Committee and serves on NCARB's Examination Committee.

FY 2021 Narrative Statement (continued)

In-State Travel for Board Meetings & Outreach

Although the board had met once via video conference in May 2019, the board met via solely by video-conference for all meetings from May 2020 through February 2021 in response to the Covid-19 pandemic. Four quarterly meetings were held in FY2021 and one special meeting was held to discuss and prepare testimony for HB 61. While improvements were made in video-conferencing technology with each successive meeting, the board's overall efficiency and productivity suffered. Outreach efforts were also reduced, as in-person gatherings were limited. It was especially difficult for new members of the board to learn how to review registrant applications and to complete continuing education audits. The public member seat on the board was filled twice during this period, but each person resigned after only two meetings. The board also lost two Executive Administrators during this period, and as of June 2021, the position remains vacant. The board Chair prepared and presented a Board Orientation at the May 2021 meeting to help new board members to become familiar with board operations and responsibilities, and a board member helped draft this annual report because of staff shortages.

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

Application review – Some of the board members attempted to review applications outside the board meeting, but the majority of members noted a significant increase in the amount of time it took to review the applications individually rather than in a group setting. Additionally, reviewing applications in a group format allows members to train one another and mentor newer board members on what to look for during the review process. The use of "break-out rooms" during the videoconference allowed small groups to meet, but still limited consultation with board members not assigned to the specific break-out room. Based upon these experiences, the board maintains that in-person review of the applications is most efficient. Additionally, having the AELS Licensing Examiner attend the meeting is beneficial for both board members and staff, providing an opportunity to learn from the discussions and improve preparation of application materials. It is also unclear whether this method violates the intent of the open meetings act, given that the Board is required review applications in an open meeting.

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

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

While the board (and staff) did the best they could with video-conferencing under trying pandemic conditions, the board was grateful for the opportunity to resume in-person meetings in May 2021, as well as offer video-conferencing to those board members who were unable to travel, or remained concerned about health issues.

As a result of the identified inefficiencies with conducting board meetings via videoconference, the board requests all four quarterly meetings in FY2022 be held in-person. Each meeting is considered to be of equal importance and are therefore listed in chronological order.

**Board of Architects, Engineers, and Land Surveyors
Fiscal Year 2021 Annual Report**

Budget Recommendations for FY 2022

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

Board Meeting Date	Location	# Board	# Staff
August 2021	Fairbanks, AK	11	2
<input checked="" type="checkbox"/> Airfare:			\$1,550.00
<input checked="" type="checkbox"/> Hotel:			\$2,100.00
<input checked="" type="checkbox"/> Ground:			\$500.00
<input checked="" type="checkbox"/> Other:			\$1,006.00
Total Estimated Cost:			\$5,156.00

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

Board Meeting Date	Location	# Board	# Staff
February 2022	Juneau, AK	11	2
<input checked="" type="checkbox"/> Airfare:			\$3,700.00
<input checked="" type="checkbox"/> Hotel:			\$2,700.00
<input checked="" type="checkbox"/> Ground:			\$1,000.00
<input checked="" type="checkbox"/> Other:			\$1,006.00
Total Estimated Cost:			\$8,406.00

**Board of Architects, Engineers, and Land Surveyors
Fiscal Year 2021 Annual Report**

Budget Recommendations for FY 2022

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

Board Meeting Date	Location	# Board	# Staff
May 2022	Anchorage, AK	11	2
<input checked="" type="checkbox"/> Airfare:			\$1,400.00
<input checked="" type="checkbox"/> Hotel:			\$1,400.00
<input checked="" type="checkbox"/> Ground:			\$500.00
<input checked="" type="checkbox"/> Other:			\$1,006.00
Total Estimated Cost:			\$4,306.00

Board Meeting Date	Location	# Board	# Staff

Board Meeting Date	Location	# Board	# Staff

**Board of Architects, Engineers, and Land Surveyors
Fiscal Year 2021 Annual Report**

Budget Recommendations for FY 2022 (continued)

Travel Required to Perform Examinations

Not applicable

Date	Location	# Board	# Staff
April 2022	Fairbanks, AK	1	

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

Every effort is made to utilize board members and staff to proctor the Alaska Land Surveying(AKLS) Exam, however, in the event a proctor is needed in Fairbanks, the board requests one-day travel be included in FY21 for a board member or staff to proctor the exam.

<input checked="" type="checkbox"/> Airfare:	\$250.00
<input type="checkbox"/> Hotel:	\$0.00
<input checked="" type="checkbox"/> Ground:	\$40.00
<input type="checkbox"/> Conference:	\$0.00
<input checked="" type="checkbox"/> Other:	\$45.00
Describe "Other" (break out all sections):	

Total Estimated Cost: \$335.00

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

(Rank in order of importance)

#1 Rank in Importance or Not Applicable

Date	Location	# Board	# Staff
August 19 th - 21 st , 2021	New Orleans, LA	3	

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

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

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

FUNDING:

- **Funded Delegates:** NCEES funds up to three delegates from each member board, to be determined by the board.

Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input checked="" type="checkbox"/> Airfare:	\$0.00	\$0.00	\$2,050.00	\$2,050.00
<input checked="" type="checkbox"/> Hotel:	\$0.00	\$0.00	\$2,000.00	\$2,000.00
<input type="checkbox"/> Ground:	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Conference:	\$0.00	\$0.00	\$2,400.00	\$2,400.00
<input checked="" type="checkbox"/> Other	\$0.00	\$975.00	\$0.00	\$975.00
Describe “Other” (break out all sections):				
NCEES provides a \$325 stipend to each funded attendee to cover travel meals and ground transportation to and from airport.				
Net Total:	\$0.00	\$975.00	\$6,450.00	\$7,425.00

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

#2 Rank in Importance

Date	Location	# Board	# Staff
June 2022	Austin, TX	3	1

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

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

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

FUNDING:

NCARB offers funding for up to four delegates from each member board. Airfare, hotel and conference fees for the MBE are 3rd party direct booked. For the two funded delegates and public member, airfare and hotel are third-party reimbursed, and conference fees are third-party direct booked.

•Two funded delegates

○There is no restriction on the discipline/ profession of the board member, attendees determined by board

•One public/consumer member

•One member board executive

Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input checked="" type="checkbox"/> Airfare:	\$0.00	\$2,664.00	\$880.00	\$3,544.00
<input checked="" type="checkbox"/> Hotel:	\$0.00	\$1,200.00	\$400.00	\$1,600.00
<input type="checkbox"/> Ground:	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Conference:	\$0.00	\$0.00	\$2,660.00	\$2,660.00
<input checked="" type="checkbox"/> Other	\$0.00	\$1,280.00	\$0.00	\$1,280.00
Describe "Other" (break out all sections):				
Net Total:	\$0.00	\$5,144.00	\$3,940.00	\$9,084.00

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

#3 Rank in Importance

Date	Location	# Board	# Staff
September 22-24, 2021	Phoenix, AZ	1	1

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

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

Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input checked="" type="checkbox"/> Airfare:	\$800.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Hotel:	\$1,000.00	\$0.00	\$0.00	\$1,000.00
<input checked="" type="checkbox"/> Ground:	\$150.00	\$0.00	\$0.00	\$150.00
<input checked="" type="checkbox"/> Conference:	\$1,450.00	\$0.00	\$0.00	\$1,450.00
<input checked="" type="checkbox"/> Other	\$300.00	\$0.00	\$0.00	\$300.00
Describe "Other" (break out all sections):				
Net Total:	\$2,900.00	\$0.00	\$0.00	\$2,900.00

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

#4 Rank in Importance

Date	Location	# Board	# Staff
May 2022	TBD	3	1

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

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

FUNDING:

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

•**Funded Delegates:** NCEES funds up to three delegates from each member board, to be determined by the board. Historically, two engineers and one land surveyor attend as the funded delegates.

•**Member Board Administrators:** NCEES membership offers separate funding for board administrators to attend the Zone meeting for continuity and the different perspective staff offers on issues.

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

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

#5 Rank in Importance

Date	Location	# Board	# Staff
March 2022	Charlotte, NC	3	1

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

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

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

•Two funded delegates

○There is no restriction on the discipline/ profession, attendees determined by board

•One public/consumer member, and One member board executive

○Airfare, hotel and conference 3rd party direct booked

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

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

#6 Rank in Importance

Date	Location	# Board	# Staff
TBD	TBD	1	0

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

NCARB's Examination Committee is made up of 14 members from across the U.S. The committee oversees the development, delivery, and assessment of the Architect Registration Examination® (ARE®) for use by the 55 U.S. licensing boards. This committee also includes three subcommittee: Case Study Subcommittee that develops case study scenarios and resources for the ARE, the Item Development Subcommittee that writes and edits new items for ARE, and the Forms Assembly Subcommittee that performs quality control for ARE 5.0 and reviews new items. The Committee meets in person three times per year and has teleconference meetings at least four additional times per year, or as need to address the workload.

The purpose of this committee is to maintain the rigor and relevance of all aspects of the nationally administered ARE. The committee reviews examination content, assesses data and psychometrics, and develops new examination protocols for remote proctoring of the ARE. This work is essential to Alaska's board since it relies on the NCARB's development and administration of the ARE. Board member, Catherine Fritz was appointed to this committee in 2020, and has been reappointed for FY22. There are three meetings scheduled for this committee in FY22. The travel costs associated with this meeting are paid by NCARB.

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

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

#7 Rank in Importance

Date	Location	# Board	# Staff
TBD	TBD	2	1

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

NCARB Orientation and Training for new board members, public board members, and Member Board Executive (MBE).

The purpose of this training is to familiarize new board members, public seat board members, and executive administrators with the structure and operations of NCARB. This meeting provides essential information that allows board members and the MBE to quickly become effective in their roles as regulators. Alaska's multi-discipline board means that most of the members are not architects and do not have the understanding of the career path that leads to licensing, so quickly learning about NCARB's role and resources in a concentrated meeting format is invaluable to their participation on Alaska's board. NCARB typically provides funding for two board members and the MBE to attend.

Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input checked="" type="checkbox"/> Airfare:	\$0.00	\$0.00	\$2,000.00	\$2,000.00
<input checked="" type="checkbox"/> Hotel:	\$0.00	\$0.00	\$2,000.00	\$2,000.00
<input type="checkbox"/> Ground:	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Conference:	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Other	\$0.00	\$800.00	\$0.00	\$800.00
Describe "Other" (break out all sections):				
Net Total:	\$0.00	\$800.00	\$4,000.00	\$2,800.00

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

#8 Rank in Importance

Date	Location	# Board	# Staff
TBD	TBD		1

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

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

FY21 Charges for the Committee include:

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

Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input checked="" type="checkbox"/> Airfare:	\$0.00	\$0.00	\$1,000.00	\$1,000.00
<input checked="" type="checkbox"/> Hotel:	\$0.00	\$0.00	\$500.00	\$500.00
<input checked="" type="checkbox"/> Ground:	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Conference:	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Other	\$0.00	\$400.00	\$0.00	\$400.00
Describe “Other” (break out all sections):				
Net Total:	\$0.00	\$400.00	\$1,500.00	\$1,500.00

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

#9 Rank in Importance

Date	Location	# Board	# Staff
TBD	Multiple		1

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

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

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

Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input checked="" type="checkbox"/> Airfare:	\$600.00	\$0.00	\$0.00	\$600.00
<input checked="" type="checkbox"/> Hotel:	\$1,000.00	\$0.00	\$0.00	\$1,000.00
<input checked="" type="checkbox"/> Ground:	\$600.00	\$0.00	\$0.00	\$600.00
<input type="checkbox"/> Conference:	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Other	\$540.00	\$0.00	\$0.00	\$540.00
Describe "Other" (break out all sections):				
Net Total:	\$2,740.00	\$0.00	\$0.00	\$2,740.00

**Board of Architects, Engineers, and Land Surveyors
Fiscal Year 2021 Annual Report**

Budget Recommendations for FY 2022 (continued)

Non-Travel Budget Requests

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

Product or Service	Provider	Cost Per Event
Membership & Services	Council of Landscape Architect Registration Boards (CLARB)	\$9,110.00

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

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

Membership dues provide:

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

Non-Travel Budget Requests

Not Applicable

Resources

Examinations

Membership

Training

Other

Product or Service	Provider	Cost Per Event
Membership & Services	National Council of Architectural Registration Boards/Western Council of Architectural Registration Boards* (NCARB/WCARB)	\$5,000.00

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

The National Council of Architectural Registration Boards (NCARB) is a national nonprofit organization comprised of architectural licensing boards representing fifty-five states and territories. NCARB develops and administers national programs for licensure candidates and architects.

As a member of NCARB, the AELS board has access to:

- Exam development, administration, and scoring services for the Architectural Registration Examination (A.R.E.), a multi-division exam that used as a national standard to assess candidate's knowledge and skills regarding the practice of architecture
- Review of licensing candidates' education including accreditation, and assessment of alternative education to meet minimum requirements.
- Tracking of 3,740 hours of experience and verification experience relates to 96 tasks categorized within six core areas of experience.
- Access to licensure verification tools, records transmittals, and national disciplinary database.
- Program support including standards for mentoring, alternative education, ethics, outreach, and model law.
- Monthly and annual publications that highlight NCARB activities and events, and include data, exam trends, legislation, and special projects.

**Annual membership dues for NCARB are \$1,000. Annual membership dues for WCARB are \$4,000. Regional dues are used to develop and offer education programs at the regional level, leadership training and development to help board members become better regulators and board members, travel costs for the executive committee members, and the WCARB Executive Director's salary.*

Non-Travel Budget Requests

Not Applicable

Resources

Examinations

Membership

Training

Other

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

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

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

NCEES provides the following services to its member boards:

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

NCEES provides continuing professional competency tracking system, international registry, and credentials evaluation services.

- Over 800 professional engineers and surveyors work with NCEES staff and psychometricians to ensure the fundamentals of engineering, fundamentals of surveying, twenty-five discipline specific professional engineering exams, and the professional surveying exam remain reliable, uniform measures of licensure candidates' competency. The cost for the AELS board to replicate those efforts would be extremely high

**Board of Architects, Engineers, and Land Surveyors
Fiscal Year 2021 Annual Report**

Budget Recommendations for FY 2022 (continued)

Other Items with a Fiscal Impact		Cost Per Event:	\$10,000.00
<input type="checkbox"/> Not Applicable		Number of Events:	1
Product or Service	Provider	Total Cost	
Exam Development & Scoring	Test, Inc.	\$10,000.00	
Description of item and its role in supporting the mission of the Board:			
<p>TEST, Inc. develops and scores the Alaska Land Surveyor Exam (AKLS). Each year, following the exam administration, the AKLS Test Blueprint is reviewed by Subject Matter Experts (SMEs) at the test development/ review workshop. The SMEs will update the test blueprint if there are any changes made in the statutes, rules, or regulations that impact the practice of land surveying within the State of Alaska. The SMEs also compare the AKLS Exam Test Blueprint to the NCEES Fundamentals of Surveying (FS) and Professional Surveying (PS) test specifications to ensure the AKLS exam complements and does not duplicate the content and scope of the FS and/or PS examinations.</p>			

Other Items with a Fiscal Impact		Cost Per Event:	\$1,000.00
<input type="checkbox"/> Not Applicable		Number of Events:	1
Product or Service	Provider	Total Cost	
Outreach	AELS Board	\$1,000.00	
Description of item and its role in supporting the mission of the Board:			
<p>One of the board’s goals is to continue to develop and expand its outreach efforts. In April 2017, the board approved adding budget item “outreach” with an initial budget of \$1,000 per year to be spent facilitating communication about board activities, rules, laws, etc. Facilitating opportunities where the board can engage with students, applicants, registrants, and the public is a pro-active approach to ensuring understanding of requirements for licensure and compliance which is critical to the board’s mission to protect public health, safety, and welfare as well as reduce the number of investigative matters. Covid-19 limited the amount of outreach that was done in FY21, but Outreach Reports can be found in the Appendix, and outreach will resume in FY22.</p>			

Board of Architects, Engineers, and Land Surveyors
Fiscal Year 2021 Annual Report

Budget Recommendations for FY 2022 (continued)

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

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

Summary of FY 2022 Fiscal Requests	
Board Meetings and Teleconferences:	\$22,174.00
Travel for Exams:	\$335.00
Out-of-State and Additional In-State Travel:	\$39,109.00
Dues, Memberships, Resources, Training:	\$20,610.00
Total Potential Third-Party Offsets:	-\$31,959.00
Other:	\$11,000.00
Total Requested:	\$61,269.00

**Board of Architects, Engineers, and Land Surveyors
Fiscal Year 2021 Annual Report**

Legislation Recommendations Proposed Legislation for FY 2022

No Recommendations

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

Recommendations

The Board has the following recommendations for proposed legislation:

HB148, Modifications to Land Surveying Coordinates. The Board has no objection to this bill.

HB61, Licensing of Interior Designers. The Board has concerns about this bill and requests an opportunity to work with bill Sponsor to modify the bill to address concerns.

HB15, Temporary Licenses, and similar bills that authorize temporary licenses. The Board requests that permissive "may" language be used to allow the Board to address health, safety, and welfare issues for such temporary licenses where necessary.

The Board would like the comprehensive statute updates that were drafted in 2019 to be reviewed, discussed, and adopted through appropriate legislative means.

**Board of Architects, Engineers, and Land Surveyors
Fiscal Year 2021 Annual Report**

Legislation Recommendations Proposed Legislation for FY 2022 *(Continued)*

**Board of Architects, Engineers, and Land Surveyors
Fiscal Year 2021 Annual Report**

Regulation Recommendations Proposed Legislation for FY 2022

No Recommendations

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

Recommendations

The Board has the following recommendations for proposed regulations:

The Board is actively working on the comprehensive regulation changes that were drafted in 2019 so they can be reviewed, and discussed, and adopted through appropriate means.

**Board of Architects, Engineers, and Land Surveyors
Fiscal Year 2021 Annual Report**

Regulation Recommendations Proposed Legislation for FY 2022 (*Continued*)

--

**Board of Architects, Engineers, and Land Surveyors
Fiscal Year 2021 Annual Report**

Goals and Objectives

Part I

FY 2021's goals and objectives, and how they were met:

- The board adopted a Strategic Plan and set specific Action Items that are underway. [See Appendix.](#)
- The board welcomed nine new members since March 2020, and lost two Executive Administrators (the EA position and Public Member seat are currently vacant). The seasoned board members have assisted the Department staff (who have also carried extra workloads) to ensure that the critical operations and objectives have been fulfilled.
- The board continued to focus on considering whether occupational licensing requirements are reasonable responses to actual potential harm rather than hypothetical harm; reviewed statutes and regulations to ensure any licensing requirements are necessary and tailored to fulfill legitimate public health, safety, or welfare objectives; and, reviewed the license application process with a goal of simplifying and streamlining for both applicants and the board, as well as substantially reducing the time required to review applications and issue licenses.
- Committee reports and presentations included topics on Continuing Education, regulation changes, proposed legislation, and board interactions with the licensed professions.

**Board of Architects, Engineers, and Land Surveyors
Fiscal Year 2021 Annual Report**

Goals and Objectives (continued)

Part I (continued)

FY 2021's goals and objectives, and how they were met:

**Board of Architects, Engineers, and Land Surveyors
Fiscal Year 2021 Annual Report**

Goals and Objectives

Part II

FY 2022's goals and objectives, and proposed methods to achieve them.

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

Continue to Develop/ Expand Outreach Efforts: See Strategic Plan and Outreach Reports in Appendix

During FY 2022, the board will continue to focus on strengthening relationships with professional organizations as well as identifying and developing relationships with other groups. As members of Alaska chapters of these professional societies, board members intend to utilize those established relationships to facilitate presentations and other opportunities for the board to engage with these groups. While board members provide presentations and outreach in their respective locales, on-site presentations at conferences, etc. may be prohibited due to travel restrictions. In addition to working with professional societies and similar organizations, the board will continue to participate in events that are oriented to the public, such as the Association of General Contractors - Alaska Chapter's Family Safety Day event, to raise general awareness and understanding of the importance of licensure. The Board will continue to recognize UA engineering and land surveying graduates with a congratulatory letter.

Licensure Mobility

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

Applications The board will continue to consider a short application form for architectural applicants submitting an NCARB Certificate. In addition, the board is identifying specific barriers (eg. current statutory requirements) that prevent delegation of some authority to staff to approve applications that meet certain criteria, such as NCARB certificate holders. Initial applications will be published to the website, which will allow applicants to apply for licensure and pay fees online using the myLicense feature in myAlaska.

AELS Webpage Updates to the website are needed, and staff will continue to work on several topics, including creating a disaster planning webpage, which will include a link to the Structural Engineers of Alaska documents and information regarding the Safety Assessment Program Training from the Applied Technology Council.

Continuing Education The board is actively working to update and simplify the Continuing Education program.

**Board of Architects, Engineers, and Land Surveyors
Fiscal Year 2021 Annual Report**

Goals and Objectives (continued)

Part II (continued)

FY 2022's goals and objectives, and proposed methods to achieve them.

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

**Board of Architects, Engineers, and Land Surveyors
Fiscal Year 2021 Annual Report**

Sunset Audit Recommendations

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

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

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

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

Date Completed: N/A

Audit Recommendation:

Action Taken:

Next Steps:

Date Completed:

Sunset Audit Recommendations (continued)

Audit Recommendation:
Action Taken:
Next Steps:
Date Completed:

Audit Recommendation:
Action Taken:
Next Steps:
Date Completed:

Audit Recommendation:
Action Taken:
Next Steps:
Date Completed:

Sunset Audit Recommendations (continued)

Audit Recommendation:
Action Taken:
Next Steps:
Date Completed:

Audit Recommendation:
Action Taken:
Next Steps:
Date Completed:

Audit Recommendation:
Action Taken:
Next Steps:
Date Completed:

MEMORANDUM

State of Alaska
Department of Law

To: The Honorable Kevin Meyer
Lieutenant Governor

Date: April 8, 2021

File No.: 2020200734

Thru: Susan R. Pollard ^{DS} SRP
Chief Assistant Attorney General
and Regulations Attorney
Legislation and Regulations Section

Tel. No.: 465-3600

From: Steven C. Weaver *SCW*
Senior Assistant Attorney General
Legislation and Regulations Section

Re: Department of Commerce,
Community, and Economic
Development regulations re: general
occupational licensing functions
(12 AAC 02.010; 12 AAC 02.102;
12 AAC 02.155; 12 AAC 02.255;
12 AAC 02.915 - 12 AAC 02.965)

The Department of Law has reviewed the attached regulations of the Department of Commerce, Community, and Economic Development against the statutory standards of the Administrative Procedure Act. Based upon our review, we find no legal problems. This memorandum constitutes the written statement of approval under AS 44.62.060(b) and (c) that authorizes your office to file the attached regulations. The regulations were adopted by the Department of Commerce, Community, and Economic Development after the close of the public comment period. The regulations concern general occupational licensing functions, including the availability of payment plans for applicants for initial licensure, the cleanup of obsolete cross-references or sections, fees for temporary licenses, staleness of application materials, temporary licenses for active duty members of the military and their spouses, audits of continuing education, and clarification of a licensee's ability to make up continuing education after the license lapses for not meeting continuing education requirements.

The December 31, 2020 public notice and the April 6, 2021 adoption order both state that this action is not expected to require an increased appropriation. Therefore, a fiscal note under AS 44.62.195 is not required.

SCW

cc w/enc: Hon. Julie Anderson, Commissioner
Department of Commerce, Community, and Economic Development

Amy Demboski, Assistant Commissioner and Regulations Contact
Department of Commerce, Community, and Economic Development

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

Jun Maiquis, Regulations Specialist
Division of Corporations, Business, and Professional Licensing
Department of Commerce, Community, and Economic Development

Harriet Dinegar-Milks, Senior Assistant Attorney General
Commercial, Fair Business, and Child Support Section

ORDER ADOPTING CHANGES TO
REGULATIONS OF THE DEPARTMENT OF COMMERCE,
COMMUNITY, AND ECONOMIC DEVELOPMENT

The attached ten pages of regulations, dealing with general occupational licensing functions including temporary licenses for military personnel, are adopted and certified to be a correct copy of the regulation changes that the Department of Commerce, Community, and Economic Development adopts under the authority of AS 08.01.050, AS 08.01.060, AS 08.01.062, AS 08.01.063, AS 08.01.064, AS 08.01.065, AS 08.01.080, AS 08.01.087, AS 08.01.100, AS 08.95.030, AS 08.95.110, AS 08.95.120, AS 08.95.125, and AS 25.27.244, and after compliance with the Administrative Procedure Act (AS 44.62), specifically including notice under AS 44.62.190 and 44.62.200 and opportunity for public comment under AS 44.62.210.

This action is not expected to require an increased appropriation.

In considering public comments, the Department of Commerce, Community, and Economic Development paid special attention to the cost to private persons of the regulatory action being taken.

The regulation changes adopted under this order take effect on the 30th day after they have been filed by the lieutenant governor, as provided in AS 44.62.180.

DATE:

Juneau, Alaska

Sara Chambers

Digitally signed by Sara
Chambers
Date: 2021.04.06 13:44:13 -08'00'

Sara Chambers, Director
Division of Corporations, Business and
Professional Licensing

FILING CERTIFICATION

I, Kevin Meyer, Lieutenant Governor for the State of Alaska, certify that on _____, 2021 at _____m., I filed the attached regulations according to the provisions of AS 44.62.040 – 44.62.120.

Kevin Meyer, Lieutenant Governor

Effective: _____.

Register: _____.



THE STATE
of **ALASKA**
GOVERNOR MICHAEL J. DUNLEAVY

Department of Commerce, Community,
and Economic Development

OFFICE OF THE COMMISSIONER

P.O. Box 110800
Juneau, Alaska 99811-0800
Main: 907.465.2500
Toll free fax: 907.465.2500

In accordance with AS 44.17.010, the authority and responsibility for adopting regulations, outside of the Alcohol and Marijuana Control Office (AMCO), but for the Division of Corporations, Business and Professional Licensing (CBPL), under the Alaska Administrative Procedure Act, is hereby delegated to:

Sara Chambers
Division Director
Division of Corporations, Business and Professional Licensing
DCCED
P.O. Box 110806
Juneau, AK 99811-0806
907-465-2536
sara.chambers@alaska.gov

In accordance with AS 44.17.010, the authority and responsibility for adopting regulations of the Alcohol and Marijuana Control Office, under the Alaska Administrative Procedure Act, is hereby delegated to:

Amy Demboski
Assistant Commissioner
DCCED
550 West Seventh Avenue, Suite 1535
Anchorage, AK 99501
907-269-8100
amy.demboski@alaska.gov

This Delegation of Authority will remain in effect until modified or revoked by a subsequent delegation. This Delegation supersedes and revokes all delegations preceding it.

Dated the 30th day of October 2019

A handwritten signature in blue ink, appearing to read "Julie Anderson".

Julie Anderson
Commissioner
Department of Commerce, Community,
and Economic Development

12 AAC 02.010(b) is amended to read:

(b) **Except as provided in (f) of this section, the** [THE] department will not issue [A LICENSE] or renew a license unless the applicable fees established in AS 08 or [IN] this chapter have been collected.

12 AAC 02.010 is amended by adding new subsections to read:

(f) Except as otherwise provided in this title, and notwithstanding (b) of this section, an applicant for an initial license may enter into an agreement with the department to establish a payment plan for the total amount of the initial license fee. The department will not establish a payment plan that runs past the end of the initial biennial licensing period, and will require in the plan that the licensee pay the total amount of the initial license fee as a condition for renewal of the license. If the applicant fails to submit a payment required under the agreement,

(1) the department may issue a cease and desist order under AS 08.40.175 or 08.40.360; or

(2) that individual may be subject to disciplinary action under applicable provisions of AS 08 and this title, including suspension or revocation of the license.

(g) An applicant whose license application has been approved pending receipt of the license fee must submit the license fee to the department not later than 12 months after being notified that the license application was approved. Except as provided in (f) of this section, an applicant who does not submit the license fee to the department during the 12-month period must reapply for licensure. (Eff. 10/2/81, Register 80; am 12/5/84, Register 92; am 3/6/86, Register 97; am 5/4/90, Register 114; am 2/13/94, Register 129; am 12/28/97, Register 144; am

Register ____, ____ 2021 PROFESSIONAL REGULATIONS

___/___/___, Register ____)

Authority: AS 08.01.050 AS 08.01.065 AS 08.01.100
AS 08.01.060 AS 08.01.080

12 AAC 02.102(a) is amended to read:

12 AAC 02.102. Fees for a temporary license issued under [AS 14.43.148 OR] AS 25.27.244; waivers; refunds. (a) When the division issues a temporary license under [AS 14.43.148 OR] AS 25.27.244, the division will collect the annual or biennial license fee for the trade or profession for which the temporary license is issued, subject to the refund and waiver provisions set out in this section. The temporary license fee is the amount paid to the division under this section from the annual or biennial license fee that is not refunded or waived under this section.

12 AAC 02.102(b) is repealed:

(b) Repealed ___/___/___.

12 AAC 02.102(c)(1) is amended to read:

(1) issued a release by the child support services agency and takes the action necessary, on or before the expiration date of the temporary license, to convert the temporary license to an annual or biennial license under [AS 05.10,] AS 08 [,] or AS 46.03.375, the division will waive one-half of the annual or biennial license fee for the trade or profession for which the individual is receiving an annual or biennial license;

Register ____, ____ 2021 PROFESSIONAL REGULATIONS

12 AAC 02.102(c)(2)(B) is amended to read:

(B) not refund a bond, cash deposit, negotiable instrument, or other mechanism to provide proof of financial responsibility that was deposited for claims under [AS 05.10.090,] AS 08 [,] or this chapter, except as required by law.

12 AAC 02.102(d)(1) is amended to read:

(1) [AS 05.10.120 OR] this chapter for a licensing category included under the trades and professions listed in AS 08.01.010; and

(Eff. 11/20/96, Register 140; am 9/11/97, Register 143; am 12/2/99, Register 152; am ___/___/___, Register ___)

Authority: AS 08.01.050 [AS 14.43.148] AS 25.27.244
AS 08.01.065

12 AAC 02.105(16) is amended to read:

(16) examination review fee, \$50; [.]

12 AAC 02.105 is amended by adding new paragraphs to read:

(17) temporary license application fee, \$100;

(18) fee for a temporary license issued under AS 08.01.063 or 08.01.064, \$100.

(Eff. 9/27/86, Register 99; am 11/20/86, Register 100; am 4/3/88, Register 105; am 5/28/93, Register 126; am 2/13/94, Register 129; am 12/28/97, Register 144; am 11/27/98, Register 148; am 6/13/2002, Register 162; am 3/25/2004, Register 169; am ___/___/___, Register ___)

Register ____, ____ 2021 PROFESSIONAL REGULATIONS

Authority: AS 08.01.062 AS 08.01.065 AS 08.01.100

12 AAC 02.155(b) is repealed:

(b) Repealed __/__/____.

(Eff. 5/4/90, Register 114; am 5/28/93, Register 126; am 4/20/96, Register 138; am 4/11/98, Register 146; am 5/5/99, Register 150; am 10/28/2000, Register 156; am 8/12/2001, Register 159; am 6/13/2002, Register 162; am 6/1/2006, Register 178; am 6/11/2010, Register 194; am 5/18/2014, Register 210; am 4/24/2016, Register 218; am 5/26/2018, Register 226; am 11/30/2020, Register 237; am __/__/____, Register ____)

Authority: AS 08.01.065 AS 08.95.110 AS 08.95.125
AS 08.95.030 AS 08.95.120

12 AAC 02.255 is repealed:

12 AAC 02.255. Mobile home dealers. (Eff. 8/2/97, Register 143; repealed __/__/____, Register ____)

12 AAC 02 is amended by adding a new section to read:

12 AAC 02.915. Application form and verifications for licensure. (a) Except as otherwise provided in this title for a board, commission, or occupation, if upon receipt by the division of the last document required to complete an application file, the file contains an application form, authorization for release of records form, or verification that is older than 12 months from the date the document was received by the division, the document will be

Register ____, ____ 2021 PROFESSIONAL REGULATIONS

considered to be stale and the applicant must resubmit the document or cause the document to be resubmitted as appropriate before the application will be considered by the division or a licensing board.

(b) In this section,

(1) "application form" means an application for a license;

(2) "verification" means a verification of licensure from an appropriate licensing

authority in

(A) a state or territory;

(B) a province or territory of Canada; or

(C) another country. (Eff. __/__/__, Register ____)

Authority: AS 08.01.050 AS 08.01.080

12 AAC 02.930 is amended to read:

12 AAC 02.930. Date of license lapse. For the purposes of AS 08.01.100, if a person licensed by the department or by one of the boards or commissions under AS 08.01.010 was issued a temporary license under [AS 14.43.148 OR] AS 25.27.244 and the temporary license was not converted to an annual or biennial license under [AS 05.10, OR] AS 08 [,] or AS 46.03.375, the lapsed period begins from the date that the temporary license expired. (Eff. 12/2/99, Register 152; am __/__/__, Register ____)

Authority: AS 08.01.050 AS 08.01.080 AS 08.01.100

Register ____, ____ 2021 PROFESSIONAL REGULATIONS

12 AAC 02.935(a) is repealed:

(a) Repealed __/__/__.

(Eff. 9/29/2005, Register 175; am __/__/__, Register ____)

Authority: AS 08.01.050 AS 08.01.080 AS 08.01.100

12 AAC 02.955(c)(2) is amended to read:

(2) the **applicable fees** [FEE] established in 12 AAC 02.105 for a courtesy license;

(Eff. 12/28/97, Register 144; am __/__/__, Register ____)

Authority: AS 08.01.050 AS 08.01.080 [AS 08.02.030]

AS 08.01.062

12 AAC 02 is amended by adding new sections to read:

12 AAC 02.956. Temporary license for spouses of military personnel. (a) The department will issue a temporary license to the spouse of an active duty member of the armed forces of the United States who meets the requirements of AS 08.01.063 and this section, authorizing the holder to practice a profession that is regulated by the department under AS 08.01.010 and this title.

(b) An applicant for a temporary license under this section must submit

- (1) a completed application, on a form provided by the department;
- (2) the applicable fees established in 12 AAC 02.105 for a temporary license;
- (3) a copy of the applicant's military dependent identification card and a copy of

the spouse's current active duty military orders showing assignment to a duty station in this state;

(4) verification of licensure from each jurisdiction where the applicant holds or has ever held a license to practice the profession for which the temporary license is requested, one of which must be a current license in good standing and meet the requirements of AS 08.01.063(a)(2); the verifications must meet the requirements of AS 08.01.063(a)(4) and (5); and

(5) if the profession for which the applicant is seeking a temporary license requires a criminal history background check, a completed fingerprint card and the fee required by the Department of Public Safety to obtain state and national criminal justice information required under AS 08.01.063(a)(3).

(c) The department will expedite the issuance of the license under this section as required by AS 08.01.063(b).

(d) A temporary license issued under this section is valid for 180 days, and may be extended for an additional 180-day period by applying on a form provided by the department and submitting the temporary license fee established in 12 AAC 02.105. (Eff. ___/___/___, Register ___)

Authority: AS 08.01.050 AS 08.01.063 AS 08.01.065

12 AAC 02.957. Temporary license for military personnel. (a) The department will issue a temporary license to a member of the armed forces of the United States who meets the requirements of AS 08.01.064 and this section, authorizing the holder to practice a profession that is regulated by the department under AS 08.01.010 and this title.

(b) An applicant for a temporary license under this section must submit

(1) a completed application, on a form provided by the department;

(2) the applicable fees established in 12 AAC 02.105 for a temporary license;

(3) verification of licensure from each jurisdiction where the applicant holds or has ever held a license to practice the profession for which the temporary license is requested; the verifications must meet the requirements of AS 08.01.063(a)(4) and (5);

(4) evidence satisfactory to the department of meeting the requirements of AS 08.01.064(b)(3) as follows:

(A) verification of a current license or certificate issued by another jurisdiction that provides proof of licensure during the time the applicant provided the practice in the area of the license or certificate while in the military, and proof that the applicant practiced the profession, as described in AS 08.01.064(b)(3)(A); or

(B) documentation of receiving education, training, or service as a member of the armed forces and being awarded a degree, diploma, or certificate by a branch of the armed forces of the United States or any state, that meets the requirements of AS 08.01.064(b)(3)(B); and

(5) if the profession for which the applicant is seeking a temporary license requires a criminal history background check, a completed fingerprint card and the fee required by the Department of Public Safety to obtain state and national criminal justice information required under AS 08.01.063(a)(3).

(c) The department will expedite the issuance of the license under this section for an applicant who is on active duty as required by AS 08.01.064(c).

Register ____, ____ 2021 PROFESSIONAL REGULATIONS

(d) A temporary license issued under this section is valid for 180 days, and may be extended for an additional 180-day period by applying on a form provided by the department and submitting the temporary license fee established in 12 AAC 02.105. (Eff. __/__/__, Register ____)

Authority: AS 08.01.050 AS 08.01.064 AS 08.01.065

12 AAC 02.960(e)(4) is amended to read:

(4) the dates of actual participation or successful completion; [AND]

12 AAC 02.960(e)(5) is amended to read:

(5) the name **and** [,] mailing address [AND SIGNATURE] of the instructor, sponsor, or other verifier; **and** [.]

12 AAC 02.960(e) is amended by adding a new paragraph to read:

(6) the Internet address of an online provider that can verify individual student attendance.

12 AAC 02.960 is amended by adding new subsections to read:

(k) If individual student attendance cannot be verified upon attempt by the department, the department will determine the continuing education credit to be invalid and will not award it.

(l) The department or applicable board will consider the licensee's failure to comply with the continuing education audit under this section as grounds for imposition of disciplinary

Register ____, ____ 2021 PROFESSIONAL REGULATIONS

sanctions to the extent allowed under AS 08 and this title. (Eff. 12/28/97, Register 144; am 9/29/2005, Register 175; am __/__/__, Register ____)

Authority: AS 08.01.050 AS 08.01.087 AS 08.01.100
AS 08.01.080

12 AAC 02.965(a) is amended to read:

(a) Except as otherwise provided in AS 08 or this title, a license issued under AS 08 will not be renewed or reinstated if the applicant for renewal or reinstatement has not earned the required number of continuing education credits **during the concluding licensing period. With the appropriate board or department approval, an [THE] applicant for renewal or reinstatement of a lapsed license** may earn the required number of credits after the expiration date of the license. Continuing education credits earned to reinstate or renew **a lapsed** [AN EXPIRED] license may not be used to satisfy the continuing education requirements for a future renewal or reinstatement. Credits submitted to satisfy the continuing education requirements under this section must be approved under AS 08 and this title by the department or the applicable board.

(Eff. 3/14/2001, Register 157; am __/__/__, Register ____)

Authority: AS 08.01.050 AS 08.01.080 AS 08.01.100



LAWS OF ALASKA

2021

Source
SB 12

Chapter No.

AN ACT

Relating to temporary courtesy licenses for military spouses; and relating to the Department of Commerce, Community, and Economic Development.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

THE ACT FOLLOWS ON PAGE 1

AN ACT

1 Relating to temporary courtesy licenses for military spouses; and relating to the Department
2 of Commerce, Community, and Economic Development.

3

4 * **Section 1.** AS 08.01.063 is amended by adding new subsections to read:

5 (e) The department shall prepare an annual report that describes, for the
6 previous fiscal year, information on temporary courtesy licenses issued under this
7 section, including

8 (1) expedited application procedures;

9 (2) progress made toward implementing regulations for the licenses,
10 changes to regulations made to accommodate the needs of military spouses, and any
11 plans for future regulations;

12 (3) the number and type of the licenses that have been issued; and

13 (4) the department's efforts to inform each board authorized to issue a
14 temporary courtesy license under this section and the military community in the state

1 about the licenses.

2 (f) The department shall submit the report prepared under (e) of this section to
3 the Joint Armed Services Committee on or before the first day of March each year. In
4 addition, the department shall consolidate the two most recent reports and submit a
5 biennial report to the legislature on or before the first day of March during the first
6 regular session of each legislature. The department shall deliver a copy of the biennial
7 report to the senate secretary and the chief clerk of the house of representatives and
8 notify the legislature that the report is available.

9 (g) The department shall annually produce and distribute to each board
10 authorized to issue a temporary courtesy license under this section informational
11 materials for the purpose of improving the board's knowledge of the licenses, the
12 application process, and best practices in providing applicant support. The department
13 shall encourage the boards to designate a single employee to serve as the point of
14 contact for public information and inquiries related to temporary courtesy licenses for
15 military spouses.

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 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.
- C. Communications – Board members may use a ListServe E-mail or email to communicate between meetings.
- D. Emeritus Status – The board will 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 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 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 or NCARB exams are considered as acceptable to meet minimum qualifications for exam under 12 AAC 36.100 for 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. 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 36.165)

4. 12 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)

1. 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 hours of course work 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
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 a degree was earned over a period of more than the traditional four years, and the applicant was

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

Arctic Engineering 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:**
 - a. UAA Arctic Engineering - CE A603 (semester web-based course)
 - b. UAA Arctic Engineering – ES AC030 (web-based short course)
 - c. UAA Northern Design Course – ES A411 (semester course)
 - d. UAA Arctic Engineering – CE A403 (semester web-based course)
 - e. UAA Introduction to Arctic Engineering – ES AC031 (short course)
- 3. **University of Alaska Fairbanks:**
 - a. UAF Arctic Engineering- CE 603 (semester course).
 - b. UAF Arctic Engineering-CE 603 (web-based semester course).

E. Council Records

- 1. Applicants for architect registration by comity may 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.

E. Continuing Education

1. 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)