

Annual Report
Fiscal Year 2014

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

July 2014



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

This Annual Performance Report is presented in accordance with Alaska Statute 08.01.070(1) and Alaska Statute 37.07.080(b). Its purpose is to report the accomplishments, activities, and the past and present needs of the licensing program.

**ALASKA STATE BOARD OF REGISTRATION FOR ARCHITECTS,
ENGINEERS, AND LAND SURVEYORS
FY 2014 ANNUAL REPORT**

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ALASKA STATE BOARD OF REGISTRATION FOR ARCHITECTS,
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IDENTIFICATION OF BOARD

<u>Board Member</u>	<u>Date Appointed</u>	<u>Term Expires</u>
Jeffrey Koonce, Architect	March 1, 2013	March 1, 2017
John Kerr, PS	March 1, 2013	March 1, 2017
Eric Eriksen, PE	March 1, 2013	March 1, 2017
Colin Maynard, PE	March 1, 2012	March 1, 2016
Dave Hale, PS	March 1, 2012	March 1, 2016
Kathleen Schedler, PE	March 1, 2012	March 1, 2016
Richard Rearick, Architect	March 1, 2012	March 1, 2016
Luanne Urfer, PLA (incoming)	July 1, 2013	June 30, 2017
Donald John Christensen, Public Member	March 1, 2014	March 1, 2018
H. Keith Walters, PE	March 1, 2012	March 1, 2016
Brian Hanson, PE	March 1, 2014	March 1, 2018

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IDENTIFICATION OF STAFF

Vern Jones, Executive Administrator

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Division of Corporations, Business and Professional Licensing
P.O. Box 110806
Juneau, AK 99811-0806
Work: (907) 465-1676
Fax: (907) 465-2974

Sarena Hackenmiller, Licensing Examiner (May 5, 2014 – present)

Department of Commerce Community and Economic Development
Division of Corporations, Business and Professional Licensing
P.O. Box 110806
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Work: (907) 465-2540
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Alicia Kelly, Licensing Examiner (July 1, 2013 – March 10, 2014)

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Division of Corporations, Business and Professional Licensing
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John Savage, Investigator

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Division of Corporations, Business and Professional Licensing
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**ALASKA STATE BOARD OF REGISTRATION FOR ARCHITECTS,
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BOARD MISSION

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.

Board Meetings: The Board of Registration for Architects, Engineers and Land Surveyors held four 2-day meetings in FY14 as follows:

- August 8-9, 2013 in Anchorage
- November 14-15, 2013 in Anchorage
- January 30-31, 2014 in Juneau
- May 1-2, 2014 in Fairbanks

Board Appointments: There was one new board appointment and one re-appointment during FY 14:

Brian Hanson was re-appointed to a Civil engineer seat.
Donald Christensen was appointed to the Public Member seat.

Application Review: During FY 14 the board reviewed 918 applications for registration and/or examination. 1 application was denied and 126 were found to be incomplete.

For complete statistical information refer to the Statistical Overview beginning at page 13.

Investigations/Disciplinary Processes. The AELS Board considers investigation procedures and enforcement to be one of its most important responsibilities. To this end the Board has successfully instituted the use of the disciplinary guidelines developed in FY09.

On September 4, 2013 SB 16 became effective and the AELS Board now has a full time investigator.

Board Committees: Following are the current Special and Standing Committees of the board:

Special Committees:

- Licensure Implementation
- Registration & Practice
- Licensure Mobility
- Engineers/Geologists
- Social Networking Options
- Enforcement Enhancement

Standing Committees:

- Investigative Advisory (rotational 2 member teams)
- Guidance Manual
- Legislative Liaison
- Emeritus Status
- Budget and Fees Committee
- Continuing Education
- IDP Liaison

National and Regional Meetings: To keep abreast of national trends, other states' standards for registration and emerging issues, board members and staff attended meetings and conferences sponsored by the following national organizations:

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

Following completion of board-related travel the attending members write in depth reports for presentation at board meetings, so that all board members benefit from attendance at these meetings.

To encourage board member and staff attendance at meetings, some travel is funded by the national organization sponsoring the meeting.

Also, many of the board members and ex-Board Members serve on committees of these organizations:

- Richard Rearick, Architect – member: NCARB - Education Committee.
- Dave Hale, PS – member: NCEES Western Zone Member Board Administrators (MBA) Committee; NCEES Western Zone Alternate to the Nominations Committee.
- Colin Maynard, PE – member: NCEES Education Committee.
- Harley Hightower, Architect – ex member: Architect Registration Examination (ARE) Committee.
- Boyd Brownfield, PE – ex member: NCEES Law Enforcement Committee.
- Cliff Baker, PS – ex member: NCEES Examinations for Professional Surveyors (EPS).
- Richard Heieren, PS – ex member: NCEES Public Outreach Task Force; NCEES Western Zone Assistant Vice President;

Travel to committee meetings is fully funded by the National Organizations.

Statute Changes: HB 167 has passed both houses and is awaiting transmission to the Governor.

Regulations Adopted: The following regulations were adopted during FY 14:

- 12 AAC 36.071 Standards of Practice for Land Surveyors.

Board Policies Adopted in FY 13: The board did not adopt any new policies during FY 14.

Staff: The Licensing Examiner Position was vacant from March 10, 2014 to May 5, 2014 when Sarena Hackenmiller was hired to fill the position.

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BUDGET RECOMMENDATIONS FOR FY 2015

TRAVEL REQUESTS: ranked in order of the board's priority. Provide the best estimates based on past actuals and seasonal trends in travel, such as summer hotel rooms or increased fuel costs. Calculate on full costs and note any third-party fiscal offsets. Expand the tables below as needed.

Board Meetings

Date	Location	# of Board Members	# of Staff	Total Estimated Cost (total of airline, hotel, mileage, M&IE, parking, rental car, taxi, etc.)
9/11-12/2014	Anchorage	11	2	\$6,083
11/4-5/2014	Anchorage	11	2	\$6083
2/5-6/2015	Juneau	11		\$10,000
5/7-8/2015	Fairbanks (additional staff is the investigator)	11	3	\$10,000

Travel Required to Perform Examinations

Date	Location	# of Board Members	# of Staff	Total Estimated Cost (total of airline, hotel, mileage, M&IE, parking, rental car, taxi, etc.)
4/17/15	Anchorage		1 Proctor	\$150
Description of meeting and its role in supporting the mission of the board: To administer the Alaska Land Surveying Examination (AKLS). We use proctors as much as possible.				
4/17/15	Fairbanks		1 Proctor	\$150
Description of meeting and its role in supporting the mission of the board: To administer the Alaska Land Surveying Examination (AKLS). We use proctors as much as possible.				

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

Rank in order of the board's priority. "Reimbursement" refers to payment to cover travel costs. "Direct" refers to an offer by a company to secure travel arrangements on behalf of the board member.

Rank	Date	Location	# of Board Members	# of Staff	Total Estimated Cost		Total Potential Third-Party Offset
					(total of airline, hotel, mileage, M&IE, parking, rental car, taxi, etc.)	Conference Fee	<input checked="" type="checkbox"/> Reimbursement <input checked="" type="checkbox"/> Direct
1	8/20-23/2014	Seattle WA	4	2	\$12,411.16	\$1350.00 for 3 waived for 3	\$6023.10
	Description of meeting and its role in supporting the mission of the board: This is the Annual Conference of the National Council of Examiners for Engineers and Surveyors (NCEES). NCEES is a confederation of all the state and territorial boards. Their mission is to help member boards in carrying out their charge to protect the health, safety and welfare of the general public. Board members serve on committees that write the examinations and recommended requirements for licensure in the United States. Representation by Alaska Board members insure our input to the decisions that govern the professions. NCEES will fund two voting delegates and one new member. They will reimburse the airfare, hotel, waive the conference fee and provide \$175 toward M&IE for meals not covered and incidentals for each funded member.						
2	9/23-27/2014	Reston, VA	1	1	\$4,216.00	\$1425.00	<input type="checkbox"/> Reimbursement <input type="checkbox"/> Direct
	Description of meeting and its role in supporting the mission of the board: This is the Annual Conference of the Council of Landscape Architect Registration Boards (CLARB). CLARB is a confederation of all the state and territorial boards. Their mission is to help member boards in carrying out their charge to protect the health, safety and welfare of the general public. Board members serve on committees that write the examinations and recommended requirements for licensure in the United States. Representation by Alaska Board members insure our input to the decisions that govern the profession. No third party reimbursement.						

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BUDGET RECOMMENDATIONS FOR FY 2015 CONTINUED

Out-Of-State Meetings and Additional In-State Travel Continued:

Rank	Date	Location	# of Board Members	# of Staff	Total Estimated Cost		Total Potential Third-Party Offset
					(total of airline, hotel, mileage, M&IE, parking, rental car, taxi, etc.)	Conference Fee	<input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Direct
3	3/13-14/2015	Long Beach, CA	2	1	\$7,065.00	\$600.00	\$4710.00
	Description of meeting and its role in supporting the mission of the board: This is the Annual Conference of the Western Region of the Council of National Council of Architect Registration Boards (WCARB). It comprises the Western States and is a preparatory meeting to the NCARB Annual Conference where issues important to the western states are discussed and positions on motions that will be brought before the Council at their Annual conference are formed. Reimbursement for two board members. Staff may or may not be reimbursed.						
4	6/17-20/2015	New Orleans, LA	2	1	\$9,000.00	1,500.00	<input checked="" type="checkbox"/> Reimbursement \$9000.00
	Description of meeting and its role in supporting the mission of the board: Description of meeting and its role in supporting the mission of the board: This is the Annual Conference of the National Council of Architectural Registration Boards (NCARB) NCARB is a confederation of all the state and territorial boards. Their mission is to help member boards in carrying out their charge to protect the health, safety and welfare of the general public. Board members serve on committees that write the examinations and recommended requirements for licensure in the United States. Representation by Alaska Board members insure our input to the decisions that govern the profession. Two board members will be reimbursed and maybe the staff also.						
6	Unknown	Southeast Alaska		1	\$2,250.00		
	Description of meeting and its role in supporting the mission of the board: Investigator sweep through Southeast (Ketchikan, Petersburg, Wrangle and Juneau to inspect building sites for compliance.						
7	Unknown	Kenai		1	\$250.00		
	Description of meeting and its role in supporting the mission of the board: Investigator sweep down the Kenai Peninsula to inspect building sites for compliance.						
8	Unknown	Seward		1	\$250.00		
	Description of meeting and its role in supporting the mission of the board: Investigator sweep to Seward and vicinity to inspect building sites for compliance.						
9	May 2015	Fairbanks		1	\$750.00		
	Description of meeting and its role in supporting the mission of the board: Investigator sweep to Fairbanks and vicinity to inspect building sites for compliance.						

NON-TRAVEL BUDGET REQUESTS

Dues/Memberships/Resources/Online Training/Teleconferences/Examination Contracts

Provide details of the budgetary request. Break down into specific events, where applicable.

1	Product or service: Annual Dues	Provider: CLARB	Cost per event: \$5,325.00
	Description of item and its role in supporting the mission of the board: They provide the Landscape Architect Registration Examination (LARE) for Alaska applicants.		
2	Product or service: Annual Dues	Provider: NCARB	Cost per event: \$6,500.00
	Description of item and its role in supporting the mission of the board: They provide the Architect Registration Examination (ARE) for Alaska applicants.		

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BUDGET RECOMMENDATIONS FOR FY 2015 CONTINUED

NON-TRAVEL BUDGET REQUESTS CONTINUED:

3	Product or service: Annual Dues	Provider: NCEES	Cost per event: \$6,500.00
	Description of item and its role in supporting the mission of the board: They provide the National Council of Examiners for Engineering and Surveying (NCEES) for Alaska applicants.		
4	Product or service: Annual Dues for WCARB	Provider: Western Region of NCARB	Cost per event: \$4000.00
	Description of item and its role in supporting the mission of the board: Support for Alaska issues at Annual NCEES meetings.		
5	Product or service: AKLS examination	Provider: Test, Inc.	Cost per event: \$10,000.00
	Description of item and its role in supporting the mission of the board: Services for the Alaska Land Surveyors exam.		

Other Items with a Fiscal Impact:

Product or service: Coffee/tea service for Board Meetings	Provider: Various	Cost per event: \$800.00
Description of item and its role in supporting the mission of the board: Meetings are public meetings and coffee service is authorized.		

Summary of FY15 Fiscal Requests

Board Meetings	\$32,166.00
Travel for Exams	\$300.00
Out-Of-State and Additional In-State Travel	\$36,192.16
Dues/Memberships/Resources/Online Training/Teleconferences	\$32,325.00
Total Potential Third-Party Offset	\$19,733.10
Other	\$800.00
Total Requested:	\$101,783.16

Additional information: I did not include potential third-party offset in the total. The Board supports maximum attendance at National meetings. They also ask that the Investigator attend the NCEES National.

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RECOMMENDATIONS FOR PROPOSED LEGISLATION FOR FY 2015

Focus Area (Check all that apply)

- Economic Development
- Government Within Our Means
- National Regulatory/Industry Changes
- Enhance Public Protection

1. Subject and Proposed Language (include intent and statutory reference)

Statutory authority to regulate trainees.

2. Explain the benefits the proposed legislation would provide.

To protect the health, safety and welfare of the public.

3. Explain the consequences, if any, of not implementing the proposed statutory change.

The board would not have any control over those training to be professionals.

4. Describe any potential negative impacts of this legislation and how they would be minimized.

Unknown

5. Who do you anticipate will support the bill and why? Include municipalities, groups, etc...

Unknown

6. Who do anticipate will oppose the bill and why?

Unknown

7. What other state departments will be affected by this legislation? Have you discussed the impact with the affected departments, and if so who and do they support this bill?

DOT, DNR, DEC: The board has not discussed this with them and do not know if they would support or not.

8. Identify and describe any previous state or federal legislation or similar efforts in other states which affect or relate to this proposal.

Most states regulate trainees. They are required to obtain a certificate to practice as a trainee.

9. Has this bill topic been previously introduced in the legislature? If so, what was the final outcome and why?

Yes, the Board tried to write regulations and were told that they needed statutory authority.

10. In the event questions should be raised during review of this request, please indicate below which board member should be contacted:

Brian Hanson and or Colin Maynard.

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REGULATION RECOMMENDATIONS FOR FY 2015**

The Board will public notice regulations to add requirements for structural engineering.

If statutory authority is obtained the board will be working on regulations to regulate trainees.

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GOALS AND OBJECTIVES FOR FY 2015

List the board's FY14 goals and objectives and how they were met:

Objectives for Fiscal Year 2014

Goal	Objectives
<ul style="list-style-type: none"> ● Protect the public by: <ul style="list-style-type: none"> - <i>promptly investigating and adjudicating law violations</i> - <i>effectively discouraging violations of law before they occur</i> - <i>providing information and education</i> - <i>fostering relationships with state agencies</i> - <i>ensuring that registrants meet minimum standards of competency and maintain such standards during their practice</i> 	<ul style="list-style-type: none"> ● Pursue a Statute change to provide a full time investigator: SB16 became law September 4, 2014. ● Active board participation in investigations and sanctions; Board investigative advisory committee. ● Continue to foster working relationship with State Fire Marshal's Office; The investigator works closely with the Fire Marshal making presentations at their Building Officials yearly Forum and a representative is invited to board meetings. ● Enhance the Board's website by ensuring information is relevant and current; Ongoing. The Board also has a committee working on social networking.
<ul style="list-style-type: none"> ● Promote statutes and regulations that are clear, relevant, unambiguous and functional 	<ul style="list-style-type: none"> ● Pursue legislative changes to AS 08.48.281 Prohibited Practice, AS 08.48.221 Seals, Prohibited Practice, AS 08.48.341 Definitions, AS 08.48.291 Violations and Penalties and AS 08.48.331 Exemptions. HB 167 passed Both houses and is awaiting transmission to the Governor for signature. <p>Regulation Projects to amend 12 AAC 36.103, 12 AAC 36.064, 12 AAC 36.065, 12 AAC 36.106 (new – Registration in Additional Branches of Engineering (Grandfathering)), 12 AAC 36.180(b), 12 AAC 36.205 (new – Scope of Practice), 12 AAC 36.990(a), 12 AAC 36.995 (new – Design of Fire Detection or Suppression Systems Exemption) 12 AAC 36.195 and 12 AAC 36.185. All noticed, and adopted by the board in FY13.</p>
<ul style="list-style-type: none"> ● Increase public and professional awareness of the Board's <ul style="list-style-type: none"> - <i>mission</i> - <i>activities that protect the health, safety and welfare of the public</i> - <i>services to the public and registrants</i> - <i>continuing education regulations</i> - <i>statutes and regulations</i> 	<ul style="list-style-type: none"> ● Promote use of the board's list serve function to interested parties ● Continue to update and improve the board's "Guidance Manual" ● Continually update the board's website with new and changing information ● Extend invitations to board meetings ● Require registrants to successfully complete a jurisprudence questionnaire: The JPQ is presently on our webpage and can be downloaded and submitted with the application.

<ul style="list-style-type: none"> ● Foster relationships with NCEES, NCARB, CLARB and other Member Boards 	<p>A number of Board members, present and past are actively participating in committees of these organizations.</p>
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List the board's FY15 goals and objectives. Include any strengths, weaknesses, opportunities, and threats, as well as any resources needed:

Goal	Objectives
<ul style="list-style-type: none"> ● Protect the public by: <ul style="list-style-type: none"> - promptly investigating and adjudicating law violations - effectively discouraging violations of law before they occur - providing information and education - fostering relationships with state agencies - ensuring that registrants meet minimum standards of competency and maintain such standards during their practice 	<ul style="list-style-type: none"> ● Pursue a Statute change to provide a full time investigator: Provide the Investigator with the necessary travel funds to visit all areas of the State where construction is occurring. ● Active board participation in investigations and sanctions; Board investigative advisory committee. ● Continue to foster working relationship with State Fire Marshal's Office; Continue working closely with the Fire Marshal and Building Officials throughout the State. Continue making presentations at their Building Officials yearly Forum. ● Enhance the Board's website by ensuring information is relevant and current; Ongoing. The Board also has a committee working on social networking.
<ul style="list-style-type: none"> ● Promote statutes and regulations that are clear, relevant, unambiguous and functional 	<ul style="list-style-type: none"> ● Pursue legislative authority to regulate trainees. Initiate regulation projects to establish requirements for structural engineers by submitting changes to 12 AAC 36.063, 12 AAC 36.108, 12 AAC 36.180, 12 AAC 36.185 (new – Registration in Additional Branches of Engineering (Grandfathering), 12 AAC 36.180(b), 12 AAC 36.990(a), Initiate a change to 12 AAC 36.510 to clarify the continuing education requirements.
<ul style="list-style-type: none"> ● Increase public and professional awareness of the Board's <ul style="list-style-type: none"> - mission - activities that protect the health, safety and welfare of the public - services to the public and registrants - continuing education regulations - statutes and regulations 	<ul style="list-style-type: none"> ● Promote use of the board's list serve function to interested parties ● Continue to update and improve the board's "Guidance Manual" ● Continually update the board's website with new and changing information ● Extend invitations to board meetings ● Pursue use of the social networking sites.
<ul style="list-style-type: none"> ● Foster relationships with NCEES, NCARB, CLARB and other Member Boards 	<p>Continue to encourage new member to become involved in the National Organizations.</p>

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SUNSET AUDIT RECOMMENDATIONS**

Date of last Legislative Audit: _____ 2008 _____

Board sunset date: _____ 2017 _____

Audit Recommendation #1: Review registration fees as provided by statute and consider decreasing fees.

Action taken: Fees were reduced in 2009 to eliminate a surplus.
Next Steps: In 2013 the Board was in the red so fees were increased.
Date completed: November 2013.

Audit Recommendation #2: Ensure that Corporations, Limited Liability Companies and Limited Liability Partnerships are licensed in accordance with state regulations.

Action Taken: The acknowledgement from the person designated in responsible charge was missing from several files. This was corrected.
Next Steps: Continue monitoring
Date completed: Ongoing

Audit Recommendation #3: Office of the Governor should fill vacant seats in a timely manner.

Action taken: Appointments have been timely since.
Next Steps: Continue monitoring
Date completed: Ongoing

FISCAL YEAR 20____ STATISTICAL OVERVIEW

Program: _____

AS 08. _____

12 AAC _____

Name of Individual Completing Report: _____

Date: _____

FY14 LICENSEES	NEW-ISSUED FY 20____	TOTAL AS OF 6/30/____

A. Current Active Licenses, Endorsements, Permits

List type and if issued by examination or credential, as applicable.

LICENSE TYPE & PROGRAM CODE	Lic. Type Code	Status Code	NEW-ISSUED FY 20____	TOTAL AS OF 6/30/____	LICENSURE BASIS
Example: Civil Engineer - AEL	C	AA	10	250	Exam: 6 Credentials: 4
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
TOTAL					

B. Temporary Licenses

LICENSE TYPE & PROGRAM CODE	Lic. Type Code	Status Code	NEW-ISSUED FY 20____	TOTAL AS OF 6/30/____	NOTES
Example: Physical Therapist - PHY	R	AA	4	24	
1. N/A					
TOTAL					

C. Current Licenses Issued as Inactive (not lapsed licenses)
(Only Medical, Chiropractic, CPA, and Real Estate)

LICENSE TYPE & PROGRAM CODE	Lic. Type Code	Status Code	TOTAL AS OF 6/30/____
Example: Salesperson - REC	S	II	64
1. N/A			
TOTAL			

D. Retired Licenses

CATEGORY & PROGRAM CODE	Lic. Type Code	Status Code	RETIRED DURING FY 20____	TOTAL AS OF 6/30/____	NOTES
Example: Osteopath - MED	O	RR	1	8	
1.					
2.					
3.					
TOTAL					

E. Examination Detail

(List each examination administration separately. Write "See Attached" and attach a separate sheet if necessary.)

EXAM TYPE	LOCATION	DATE	CANDIDATES	NO. PASSED	NO. FAILED
Number of Postponed Exams					
Number of Exam Reviews					

F. Miscellaneous Program Activity

List all instances of fee-related work performed under Centralized Regulations per 12 AAC 02.105 (tracked by each program's fee ticker)

DESCRIPTION	TOTAL
Example: License Verification	62

G. Miscellaneous Program Activity

List all instances of fee-related work performed under the licensing program's regulations that is not included above

DESCRIPTION	TOTAL
Example: Course Approval	16

H. Board Meetings and Teleconferences

DATE	LOCATION <i>(indicate if teleconference)</i>

AELS Examination Detail FY14

EXAM TYPE	LOCATION	DATE	CANDIDATES	NO. PASSED	NO. FAILED
PE (results are for all locations)	Anchorage Fairbanks Juneau	10/25/2013	79 17 8	48	27
PS	Anchorage Fairbanks Juneau	10/25/2013	8 1 1	6	2
FE	Anchorage Fairbanks Juneau	10/26/2013	57 42 4	60	23
FS	Anchorage Fairbanks Juneau	10/26/2013	7 0 0	5	0
PE	Anchorage Fairbanks Juneau	4/11/2014	81 12 7	60	25
PS (figures are for all three sites)	Anchorage Fairbanks Juneau	4/11/2014	11 0 1	8	3
FE	Anchorage and Fairbanks Pearson Vue centers	1/1-2/28, 2014	33	24	9
FS		1/1-2/28, 2014	0	0	0
FE		4/1-5/31, 2014	78	62	16
FS		4/1-5/31, 2014	1	1	0
Number of Postponed Exams	44				
Number of Exam Reviews	0				