

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

May 8-9th, 2024

Board Meeting Packet



Day 1 – May 8th

1. 9:00am – Call to Order/Roll Call/Virtual Notice (no document)
2. 9:05 am - Review/Amend/Approve Agenda (document below)

B. Item 2: Outreach Reports

1. February 28 – March 1, 2024 – NCARB Region Summit Report - Fritz
 2. March 8, 2024 - PE Registration & Public Service in Alaska – Leman/Maynard
6. 9:25 am – Ethics Reporting
 7. 9:35 am – New Board Member Welcome
 8. 9:50 am – Strategic Plan for 3/1/2024-2/28/2025
 9. 10:30 am - Break
 10. 10:45 am – Regulation Projects
 - A. Approved for Public Notice
 1. Responsible Charge
 2. 12AAC 36.185 – Document Retention
 3. 12AAC 36.145 - What defines an office
 4. 12AAC 36.530(b) - CE Military Exemption
 5. 12AAC 36.170 - Late Fees for Renewal
 - B. In Progress
 1. Architectural Engineering – See agenda item 27(D) – Johnston / Leonetti
 2. 12AAC 36.920 – Bylaws See agenda item 25(D)(1) – Guidance Manual Committee
 3. 12AAC 36.320 – Professional Conduct - See agenda item 25(A)(2) -Investigative Advisory Committee
 11. 11:00 am - Division Report
 - A. FY 2024 3rd Quarter Update
 - B. Update on EA Salary
 - C. Update on ADEC
 - D. Update on Military & Spouse Special Licensure
 12. 11:30 am – Public Comment
 13. 12:00 pm – Outreach Event – Alaska Municipality and Borough Design and Permitting
 14. 1:30 pm – Board discussion on Alaska Municipality and Borough Design and Permitting
 15. 2:30 pm – Old Business
 - A. Annual Report – Leonetti
 - B. Sunset Audit – Garness / Neal
 - C. AELS Website – Strait / Staff
 - D. Gather DEI Data from National Organizations – Johnston / Leonetti
 16. 3:00 pm – Break

- 17. 3:15 pm – New Business
 - A. Digital Signature implementation review
 - B. Find Sponsor for 2025 Sunset Bill
- 18. 3:25 pm - Licensing Examiner’s Report – Johnson
 - A. Update on staff approval process – Neal
- 19. 3:40pm - Application Review Questions
- 20. 4:30 pm - Recess

Day 2

- 21. 9:00 am – CE Audit Training
- 22. 9:30 am – CE Reviews
- 23. 10:15 am - Break
- 24. 10:30 am - Executive Session – Investigative Process for AELS
- 25. 11:30 am – Committee Reports
 - A. Investigative Advisory Committee - Leonetti
 - 1. Investigative Report – Kase
 - 2. Barrier crimes / Unprofessional Conduct
 - 3. Code of Ethics
- 26. 12:00 pm – Lunch
- 25. (Cont. from before lunch) 1:00 pm - Committee Reports Continued
 - B. Legislative Liaison Committee - Garness
 - 1. SB 73 / HB159 update - Fritz
 - 2. EA Salary Issue
 - C. Outreach Committee – Maxwell
 - 1. 3/1/2024 – 2/28/2025 Outreach Plan
 - 2. Wall Certificates
 - 3. August 2024 outreach event
 - D. Guidance Manual Committee - Rozier
 - 1. Bylaws
 - 2. Digital signature – Regulation effective 4/18/2024 - Johnston
 - E. Education Committee
 - 1. On demand Cold Regions Design course – core competencies
- 27. 1:45 pm – Special Groups

- A. Land Surveyor Subcommittee – Maxwell, Rinckey
 - 1. Recorded Plat – regulation change
 - B. ADEC Regulations Working Group – Leman, Garness
 - C. DOT Bridge / Structural Engineering Working Group – Strait / Leman
 - D. Architectural Engineering – Leonetti
28. 2:30pm - Break
29. 2:45pm – Assign Committees w/chairs – Garness
- A. Investigative Advisory Committee
 - B. Outreach Committee
 - C. Guidance Manual Committee
 - D. Legislative Liaison Committee
 - E. Education Committee
 - F. Emeritus Committee
 - G. Planning & Implementation Committee
30. 3:15 pm – Set Committee Meeting Dates
31. 3:30 pm – Review Action Item List - Strait
32. 3:45 pm – Read Applicants into the Record - Strait
33. 4:00 pm – Upcoming Calendar:
- A. May 16-17th – NCEES Zones, Bozeman, MT – Johnson/Maxwell/Maynard
 - B. June 13-15th – NCARB Annual Business Meeting, Chicago, IL - Baril
 - C. August 14-17th – NCEES Annual Business Meeting, Chicago, IL
 - D. August 22-23rd – August Board meeting
 - E. September 2024 – CLARB Annual Business Meeting, Buffalo, NY – Leonetti
 - F. October 2024 – NCARB – Chair/MBE Summit
 - G. November 2024 – Set board meeting dates
34. 4:15 pm – Board Member Comments
35. 4:30 pm – Adjourn

3. 9:10 am – General Information – (documents included – see below)

A. Mission Statement

B. Virtual Meeting Code of Conduct

C. National Organization Updates

i. NCEES – see updates on www.ncees.org

1. NCEES – Foundation Statement

ii. NCARB – see updates on www.ncarb.org

1. Region Summit Update – See agenda item 4(C)(1)

D. CLARB – see updates on www.clarb.org

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

MISSION STATEMENT

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

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



Alaska Division of Corporations, Business and Professional Licensing

Virtual Meeting Code of Conduct

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

Expected Behavior

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

Unacceptable Behavior

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

Reporting Unacceptable Behavior

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

Consequences

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

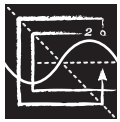
- Issue a verbal or written warning;
- Expel a participant from the meeting;
- Suspend attendance at a future meeting – both virtual and in-person;
- Prohibit attendance at any future CBPL event – both virtual and in-person;
- Report conduct to an appropriate state entity/organization;
- Report conduct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



National Organizations' Updates

For current information on the national organizations please click on the following links:

- A NCEES: www.ncees.org
- B NCARB: www.ncarb.org
- C CLARB: www.clarb.org



NCEES

advancing licensure for
engineers and surveyors

200 Verdae Boulevard Greenville, SC 29607 T: 800-250-3196 F: 864-654-6033 NCEES.ORG

NEWS RELEASE

March 20, 2024

Contact: Nina Norris

Chief Communications Officer

nnorris@ncees.org

NCEES establishes Foundation, appoints board of directors

NCEES is officially launching the NCEES Foundation and has appointed six board members to oversee its activities.

The NCEES Foundation will be the philanthropic arm of the National Council of Examiners for Engineering and Surveying. It will be committed to supporting programs that further the NCEES mission to advance licensure for engineers and surveyors in order to safeguard the health, safety, and welfare of the public.

NCEES has selected the following individuals to serve as the inaugural board of directors:

- Dale Jans, P.E., Chair (South Dakota)
- Brian Hanson, P.E., Vice Chair (Alaska)
- Iarelis Hall, P.S.M., Treasurer (Florida)
- Sina Nejad, P.E. (Texas)
- Rita Perea, Public Member (Iowa)
- Paul Tyrell, P.E., P.L.S. (Massachusetts)

“Formalizing our financial support and giving process through the establishment of the NCEES Foundation will allow the organization to expand and better support its mission initiatives,” explained NCEES Chief Executive Officer David Cox.

Funding information for 2024–25 will be available September 1, 2024. Awards will be distributed September 2025.

For more information on the NCEES Foundation and its board of directors, visit ncees.org/foundation.

ABOUT NCEES

The National Council of Examiners for Engineering and Surveying is a nonprofit organization made up of engineering and surveying licensing boards from all U.S. states, the District of Columbia, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands. Since its founding in 1920, NCEES has been committed to advancing licensure for engineers and surveyors in order to safeguard the health, safety, and welfare of the U.S. public.

NCEES helps its member licensing boards carry out their duties to regulate the professions of engineering and surveying. It develops best-practice models for state licensure laws and regulations and promotes uniformity among the states. It develops and administers the exams used for engineering and surveying licensure throughout the country. It also provides services to help licensed engineers and surveyors practice their professions in other U.S. states and territories. For more information, please visit ncees.org.

4. 9:20 am - Consent Agenda(documents included – see below)

A. Item 1: Meeting Minutes

- i. February 8-9th, 2024, meeting minutes

B. Item 2: Outgoing Correspondence

- i. February 9, 2024 – HB159 – House Finance
- ii. February 9, 2024 – Travel Resolution
- iii. February 28, 2024 – Paul Davis
- iv. March 22, 2024 – SB 73 – Senate Finance
- v. April 22, 2024 – UA Graduate Letter

C. Outreach Reports

- i. February 28 – March 1, 2024 – NCARB Region Summit
Report - Fritz
- ii. March 8, 2024 - PE Registration & Public Service in
Alaska – Leman/Maynard

Consent Agenda

May 8-9th, 2024

Item 1: Meeting Minutes

1. February 8-9th, 2024

Item 2: Outgoing Correspondence

1. February 9, 2024 – HB159 House Finance
2. February 9, 2024 – Travel Resolution
3. February 28, 2024 – Paul Davis
4. March 22, 2024 – SB73 Senate Finance
5. April 22, 2024 – UA Graduate Letter

Item 3: Outreach Reports

1. February 28 – March 1, 2024 – NCARB Region Summit Report
2. March 8, 2024 – PE Registration & Public Service in Alaska

Item 1: Meeting Minutes

1. February 8-9th, 2024

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING

BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS, AND LAND SURVEYORS

CONDENSED MINUTES OF THE MEETING HELD *FEBRUARY 8-9TH, 2024*

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

Date:	February 8-9 th , 2024
Time/Location:	February 8 th 9am – 4:30pm / February 9 th 9am – 3:30pm University of Alaska Anchorage – EIB Room 413
Attending:	Board Members: In Person – Catherine Fritz, Bob Bell, Jeff Garness, Loren Leman, Ed Leonetti, Elizabeth Johnston, Jake Maxwell, Fred Wallis 2 nd day only – Sterling Strait, Brent Cole / Virtual – 1 st day – Brent Cole, Randall Rozier 2 nd day – Randall Rozier Board Staff: Sara Neal, Kelly Johnson Division Staff: Sylvan Robb, Stacie Kraly, Sara Chambers, Billy Homestead, Patrick Kase, Alison Osborne, Celine Taleon, Invited testimony: Andrea Reynolds, Brennan Pool Public: 2/8/2024 - Virtual: John Barry, Aaron Blaisdell, Jesse Greschover, Clifton Enoch, Kurt Sahl, Bob Tsigonis, John Zarlring, Matt Bray, Mary Knopf, Chung Lin. In Person: Colin Maynard, Brad Rinckey, Paul Baril, Tom Ravens, Tamas Deak 2/9/2024 – Virtual: Jesse Escamilla, John Barry, Jessica Cederberg, Mary Knopf, Matthew Stielstra, Chung Lin
Absent:	Excused: 1 st day – Sterling Strait

1. Call to Order / Roll Call / Virtual Notice

Roll Call: Bob Bell, Jeff Garness, Loren Leman, Ed Leonetti, Jake Maxwell, Elizabeth Johnston, Sterling Strait, Fred Wallis, Randall Rozier, Catherine Fritz, Brent Cole

2. Review / Amend / Approve Agenda

Motion: Agenda	In a Motion made by Bob Bell, seconded by Ed Leonetti and approved unanimously, it was: <i>RESOLVED to approve the agenda for the February 8-9th, 2024, meeting as amended by moving agenda item 15 from February 8th at 3:15pm to February 9th at 1pm, adding agenda, item 16 D CE Audits, item 23 A (3) Statute “Code of Ethics”, item 26 – Break and correcting agenda item 21 to read “Architectural Engineering Board Discussion”.</i>
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3. General Information

- A. Mission Statement
- B. Virtual Code of Conduct
- C. Strategic Plan
- D. National Organizations
 - 1. NCEES – see updates on www.ncees.org
 - 2. NCARB – see updates on www.ncarb.org
 - 3. CLARB – see updates on www.clarb.org

4. Consent Agenda	
<p>A. Item 1: Meeting Minutes</p> <ol style="list-style-type: none"> 1. November 14-15th, 2023 <p>B. Item 2: Outgoing Correspondence</p> <ol style="list-style-type: none"> 1. Roger Weese -Direct Supervisory Control – Leman, Garness 2. Danh Vu – Application Requirements - Fritz 	
Motion: Consent Agenda	<p>In a Motion made by Elizabeth Johnston, seconded by Loren Leman and approved unanimously via roll call vote, it was:</p> <p><i>RESOLVED to approve the consent agenda Items A – B for the February 8-9th, 2024, meeting.</i></p>
5. Ethics Reporting	
<p>Bob Bell met with Representative Shaw to discuss the AELS Board configuration. Elizabeth Johnston attended the NCEES Exam Policies and Procedures Committee meeting at no cost to the AELS Board. Jeff Garness talked with Representative McKay about the AELS Board configuration. Loren Leman and Jeff Garness met the AG Treg Taylor to discuss the ADEC regulations. Catherine Fritz met with legislators regarding SB73/HB159 as a representative of AIA and made it clear she was not representing the AELS Board. Fritz represented the AELS board at a hearing on HB159. She also met with Representative Claman on January 15, 2024, to discuss SB73/HB159. Johnston disclosed to Chair Fritz that she testified as a private citizen during the HB159 hearing. Garness also talked with Representative Donna Mears about various topics.</p>	
6. Review Public Comments and final Board review for Regulation Projects	
<p>A. 36.068 Landscape Architect by Exam – Leonetti</p> <p>B. Simplified Application by Reexamination (no public comments received)</p>	
Motion: 12AAC 36.068 and 36.040	<p>In a Motion made by Bob Bell and seconded by Ed Leonetti to adopt the proposed regulation changes to 12AAC 36.040 Simplified Applications and 12AAC 36.068 Eligibility for landscape architect registration by examination as amended in this meeting by correcting 12 AAC 36.990 (47) to say “LAAC” means the Landscape Architecture Accreditation Council and (48) to say “LARE” means the Landscape Architect Registration Examination,</p> <p>Elizabeth Johnston, seconded by Ed Leonetti, amended the motion by correcting the title for 12AAC 36.040 in the motion to read “Simplified application for reexamination”. The amendment was approved via roll call vote. Yes: Bell, Cole, Fritz, Garness, Johnston, Leman, Leonetti, Maxwell, Rozier, Wallis</p> <p>The main motion made by Bob Bell, seconded by Ed Leonetti, to adopt the proposed regulations in 12 AAC 36.040 Simplified application for reexamination, 12 AAC 36.068 “Eligibility for landscape architect registration by examination” and 12 AAC 36.990 (47) and (48) as proposed and amended was approved via roll call vote. Yes: Bell, Fritz, Garness, Johnston, Leman, Leonetti, Maxwell, Rozier, Wallis</p> <p>Therefore, it was, <i>RESOLVED to adopt the proposed regulations in 12AAC 36.040, 12AAC 36.068 and 12AAC 36.990 with consideration to public comments received and cost to private persons as proposed and amended in this meeting.</i></p>

C. SB 126	
D. Digital Signatures	
Motion:	In a Motion made by Ed Leonetti, seconded by Bob Bell it was proposed that 12AAC 36.185(f) be removed from the Chapter 36 changes due to SB126 regulation project. The motion failed with a roll call vote. Yes: Garness, Leonetti / No: Bell, Fritz, Johnston, Leman, Maxwell, Rozier, Wallis
Motion: Chapter 36/SB126, 12AAC 36.063(b), and .065(e) and 12AAC 36.185(f)	In a Motion made by Elizabeth Johnston and seconded by Bob Bell it was proposed to adopt the regulation changes to Chapter 36 to comply with the changes made in AS 08.48 due to SB126, changes to 36.063(b) and .065(e) changing "foreign degree" to "degree obtained outside the United States." and changes to 36.185(f) digital signatures. The motion passed via roll call vote. Yes: Bell, Fritz, Johnston, Leman, Leonetti, Maxwell, Rozier, Wallis, Cole / No: Garness Therefore, it was, <i>RESOLVED to adopt the proposed regulations in Chapter 36 due to SB 126, 12AAC 36.063(b) and 12AAC 36.065(e), and 12AAC 36.185(f) with consideration to public comments received and cost to private persons as proposed in this meeting.</i>
7. Regulation Projects in Progress	
A. Responsible Charge – Leman / Garness	
Motion: Responsible Charge Experience/Responsible Charge	In a Motion made by Loren Leman and seconded by Jeff Garness it was proposed to approve the regulation changes to Chapter 36 to change all similar terms "responsible control, direct professional knowledge, and direct supervisory control" to responsible charge or responsible charge experience, to change the definition 12AAC36.990 (18) and (19) responsible charge experience and to add 12AAC36.990(d) to further explain the definition of responsible charge in AS08.48.341(21). The motion passed unanimously via roll call vote. Yes: Bell, Cole, Fritz, Garness, Johnston, Leman, Maxwell, Rozier, Wallis Therefore, it was, <i>RESOLVED to approve the proposed regulations in Chapter 36 to change all similar terms "responsible control, direct professional knowledge, and direct supervisory control" to responsible charge or responsible charge experience, change the definition in 12AAC 36.990 (18) and (19) responsible charge experience and add 12AAC 36.990(d) for public notice pending approval by the Department of Law.</i>
B. 12AAC 36.185 – Document Retention – Johnston/Garness	
Motion: 12AAC36.185(j)	In a Motion made by Elizabeth Johnston and seconded by Jeff Garness it was proposed to approve the regulation changes to 12AAC 36.185(j) which adds "for the duration of the statute of repose as defined under AS 09.10.055" to clarify how long sealed documents must be retained. The motion was approved via a roll call vote: Yes: Bell, Johnston, Leman, Leonetti, Maxwell, Rozier, Wallis / No: Cole, Fritz, Garness Jeff Garness, seconded by Loren Leman, amended the motion to say "document must be retained by the registrant, the owner of the documents or the document of public record... " After board discussion, Garness decided to withdraw the amendment. Therefore, it was, <i>RESOLVED to approve the regulation change to 12AAC 36.185(j) for public notice pending approval by the Department of Law.</i>

C. 12AAC 36.145 – What defines an office – Johnston/Garness/Wallis	
Motion: 12AAC36.145	<p>In a Motion made by Elizabeth Johnston and seconded by Fred Wallis it was proposed to remove 12AAC36.145 Architectural, Engineering, or Surveying Offices in its entirety.</p> <p>The motion was approved unanimously via a roll call vote: Yes: Bell, Johnston, Leman, Leonetti, Maxwell, Rozier, Wallis, Cole, Fritz, Garness</p> <p>Therefore, it was,</p> <p><i>RESOLVED to approve the removing the regulation 12AAC 36.145 for public notice pending approval by the Department of Law.</i></p>
D. 12AAC 36.530(b) – CE Military Exemption – Education Committee	
Motion: 12AAC 36.530(b)	<p>In a Motion made by the Education Committee it was proposed to approve a regulation change to 12AAC36.530(b) that removes the word “consecutive” from the military orders exemption for continuing education.</p> <p>The motion was approved unanimously via a roll call vote: Yes: Bell, Johnston, Leman, Leonetti, Maxwell, Rozier, Wallis, Cole, Fritz, Garness</p> <p>Therefore, it was,</p> <p><i>RESOLVED to approve the regulation change to 12AAC 36.530(b) by removing the word “consecutive” for public notice pending approval by the Department of Law.</i></p>
E. Architectural Engineering – Johnston, Legislative Liaison Committee -See agenda item 19 A survey was sent out through NCEES to evaluate how other jurisdictions regulate this discipline. Johnston has also reached out to the Architectural Engineers Institute (AEI) who writes the PE AE exam, and they will be discussing this topic with the board tomorrow.	
8. Break	
9. Division Report – Director Robb	
<p>A. FY 2024 – 2nd Quarter Update</p> <p>B. Update on EA Salary The Division has 6 Executive Administrators (EA) – 3 have their range specified in statute and 3 do not. Director Robb has been trying administratively to have the EA range raised. It requires a class study which needs approval from the Office of Management and Budget (OMB). Director Robb suggested adding the EA salary range to HB159/SB73. Bell inquired about adding it to other bills related to professional licensing. Director Robb will send Chair Fritz a list of possible bills the EA salary range could be added to. Fritz assigned the Legislative Liaison Committee with reviewing the list of bills Director Robb sends to the Board.</p> <p>C. Update on ADEC Director Robb deferred to Department of Law’s Division Director Stacie Kraly’s report to the Board tomorrow.</p> <p>D. Update on Military & Spouse Special Licensure Bill is in the finance committees in both bodies that would require temporary licensure for each licensing program so that they are in compliance with the federal requirement. Director Robb indicated that there is a case before a judicial body that is similar to AELS’s need to require the Cold Regions Design Course that she is watching to see how what the court decides.</p> <p>Director Robb also discussed the sunset audit process since the AELS’s board is set to sunset in June 2025. The audit kicked off on Monday, February 5, 2024. The audit teams set the time period review dates and then looks through minutes to ensure</p>	

business was handled properly and meetings were public noticed. They also take a sample of new applicants as well as renewals to check that everyone was licensed according to regulation. The audit team will check to see that investigations are being done in a timely manner. Once that process is complete a confidential management is issued and given to the Commissioner and to the Board chair with recommendations to the Board, to the governor's office, and to the Division. After a response has been issued to the recommendations, the audit team releases a confidential preliminary report to the Commissioner and the Board chair. Those responses will be included in the final report that will be published to the website. Then next year the Board will seek a sponsor for its sunset bill.

10. Public Comment

Colin Maynard – He is looking forward to serving on the board again starting March 1, 2024. He suggested that the board discuss the regulation for document retention further. He was chair during the last sunset audit and did not find it to be an onerous process. A possible bill to add the EA salary to is the Operating Budget Bill, but he cautioned to be careful that whatever bill it possibly gets added to does not require a title change for the EA. He expressed his willingness to serve on the Legislative Liaison Committee since he has worked with the legislature since the 1990s.

11. Outreach Event – Cold Regions Design Course Instructors

12. Board Discussion on Cold Regions Design Core Competencies

To not cause a delay to licensure, one solution could be to increase the frequency it is offered and possibly have it on demand. Ideas for content would be to have core content all applicants need to take and then have modules specializing in professions/disciplines. However, because the course is designed to show applicants what they do not know the content might not need to be changed.

While the system is not broken, it could be improved upon. Garness suggested that the board provide information to the existing course instructors on how the courses could be improved. Fritz assigned the task to the Education Committee give the course instructors a list of up to five core competencies it would like to see included in the course and to evaluate the timing of the courses taken by comity applicants to see if the courses could be offered in a way that allowed a comity applicant to get licensed more quickly and not have to wait for a course to be offered. Fritz asked the Board to review the list of core competencies in the Board packet and let Sara know if changes or additions need to be made before the Education Committee meets.

13. Old Business

- A. Create Policy / Reg Project on number of references for applications – Bell / Wallis
SB126 removed the requirement in statute for applicants to provide references. Because Work Experience Verifications, are provided by someone who knows the applicant the Board felt like that was enough.
- B. AELS Website – Strait/Staff
Nothing to report
- C. Gather DEI Data from National Organizations – Johnston / Leonetti
Nothing to report

14. Break

15. Board Elections (Feb 2024-Feb 2025) – moved to February 9 at 1pm

16. New Business

- A. Incoming Correspondence
 - 1. Stephanie Cloud – CE Volunteer Hours
She was volunteering to design to a playground for her kids' school as part of her office's community volunteer program. Because it did not include teaching or including students K-12, and was part of her regular office duties this does not qualify as a CE activity.
 - 2. Bill Mendenhall – DUIs- Investigative Advisory Committee
He thinks that the Professional Fitness Question that asks about a DUI does not prove whether an applicant is fit for

practice. Johnston referred to a case where the Board disciplined a registrant for excessive DUIs and was sued. The case will be sent to the board for them to review and be ready to discuss tomorrow under agenda item 23 A.

B. New Annual Report Template

The Board looked through the simplified template for FY2024.

C. Board delegate(s) to speak on SB73 / HB 159 after 3/1/2024

Bell asked if the Board could have a past Board member speak on behalf of the Board. Sara Chambers joined the meeting to offer guidance on the issue. Chambers said that if the board member leaves the board mid-session, then it would be permissible for that board member to offer testimony on a bill if they make it clear when his or her term on the Board ended. However, the Board does need to train another Board member to speak to the issue. The past Board member could only testify about positions the Board took while they were on the board and not speak to anything that has happened since they left the board. Johnston pointed out that characterizing the motion in the May 2023 meeting by saying the board opposes adding IDs to the AELS board is incorrect. The motion was in the positive which means the motion to approve adding IDs to the AELS Board failed. Chambers informed the Board that because the motion did not pass, the board is neutral. She also suggested to not let procedure (wording a motion in positive language), get in the way of the business of the Board. A new Board member who is coming onto the Board on March 1, 2024, can be delegated to speak even if they have not been confirmed by the legislature. Fritz did suggest that the Board send a letter to the House Finance Committee informing them of the Board's concerns from the May 2023 meeting.

<p>Motion: Table Agenda Item 16 C: Board delegate to speak on SB73 / HB159</p>	<p>In a Motion made by Elizabeth Johnston and seconded by Fred Wallis it was proposed to table agenda item 16 C Board Delegate(s) to speak on SB73/ HB159 until after item 15 – Board Elections tomorrow.</p> <p>The motion failed via a roll call vote: Yes: Johnston, Leonetti, Maxwell, Wallis / No: Bell, Fritz, Garness, Leman. The motion fails due to a tie vote.</p> <p>Therefore, it was,</p> <p><i>RESOLVED to not table discussion on agenda item 16 C – Board Delegate(s) to speak on SB73/ HB159</i></p>
<p>Motion: Board delegate to speak on SB73 / HB159</p>	<p>In a Motion made by Jeff Garness and seconded by Bob Bell it was proposed approve Loren Leman and Catherine Fritz to speak on behalf of the AELS Board on SB73 and HB159 until such time the Board appoints someone else or the end of the 33rd Legislative Session.</p> <p>Leman and Fritz accepted the role unless the Board acts on SB73 and HB159 between March 1, 2024, the end of the 33rd session. Johnston spoke against the motion saying only current board members should speak on bills before legislature and if this motion passes it is imperative that the delegates only speak to what the Board has agreed on.</p> <p>The motion passed via a roll call vote: Yes: Bell, Cole, Fritz, Garness, Leman, Maxwell / No: Johnston, Leonetti, Wallis / Abstain: Rozier (was not in meeting for this discussion)</p> <p>Therefore, it was,</p> <p><i>RESOLVED that Loren Leman and Catherine Fritz will speak on behalf of the AELS Board on SB73 and HB159 until such time the Board appoints someone else or the end of the 33rd Legislative Session.</i></p>
<p>D. Upcoming CE Audit Audit letters will go out by early March. Because of the new CE Regulations, the board will now accept the NCEES Continuing Professional Competency (CPC) report. Staff will review audits that include AIA transcripts, NCEES CPC report, and AELS CE logs that are straight forward and only bring ones that need board review to the May Board meeting.</p>	

17. Licensing Examiner's Report

A. Update on staff approval process
 It was discovered that because AELS regulations did not specify when it could start charging the late fee for renewals Centralized Statute 08.01.100(b) applies which states that late fees cannot be charged until a license has been lapsed for more than 60 days.
 Also, it was confirmed that staff can review and also have the board review applicants between board meetings who have not completed the Cold Regions Design Course and / or the Jurisprudence Questionnaire.

Motion:
 Regulation Project
 12AAC36.170 Fees

In a Motion made by Elizabeth Johnston and seconded by Fred Wallis, and approved unanimously, it was proposed to modify regulation 12AAC 36.170 Fees to establish that the AELS late fee will be charged on renewals that are postmarked after 12/31 of the end of the renewal period.

Therefore, it was,
RESOLVED to approve the regulation project on 12AAC36.170 Fees to charge the late fee immediately upon lapsing and not wait the 60 days.

18. Application Review Questions

- A. Stephen Laverty – applying for NM by Comity. His supervisor died before verifying his experience and does not qualify for the letters of reference because he has not been licensed for five years. Maryland licensed him based on him submitting projects he has completed for their review. Fritz asked the applicant to be reviewed under 12AAC36.105(b)(1) that gives leeway to the board to evaluate the applicant’s education, experience, and examinations to ensure they are equivalent to the requirements of AS 08.48 and assigned two board members to review and bring their decision to the meeting tomorrow.
- B. Cody Lourie
 Mr. Lourie has applied CE by Exam. He was brought before the whole board because it was originally thought that he did not have an ABET degree. Upon further research it was found that at the time he graduated in 2008 his Plastics Engineering Technology degree was ABET accredited. The reviewing board members signed off on his board ballot conditionally approving him for licensure based on him passing the PE exam.
- C. Maddison Cappabianco
 She is applying for EC by Comity. Her experience was signed off by a mechanical engineer and the experience verified on the form does not appear to be chemical experience. The board requested the applicant and the verifier clarify the experience to evaluate if it qualifies as chemical experience. An explanation was submitted that showed it was chemical engineering experience so applicant was approved for licensure.

19. Recess for day

Day 2 –

Roll Call: Catherine Fritz, Elizabeth Johnston, Loren Leman, Ed Leonetti, Jake Maxwell, Sterling Strait, Fred Wallis, Bob Bell (9:09am), Randall Rozier (9:08am), Brent Cole (9:47am)
 Jeff Garness – Excused (Joined at

20. ASCE / AEI – Architectural Engineering Presentation – Andrea Reynolds

Presenters: Andrea Reynolds is the current past president for Architectural Engineering Institute (AEI). She is a structural engineer who also works in the architectural engineering profession. Nicole Jenkins is the immediate past chair of the NCEES PE Architectural Engineering Exam and has a degree in Architectural Engineering from Penn State. Brendan Poole graduated from the Missouri University of Science and Technology one year ago and sits on the AEI Emerging Leadership Council.

Brendan explained that architectural engineers do a combination of architecture and engineering. The profession is also called building engineering and involves the engineering and construction of buildings and facilities. The architectural engineering degrees considers both architecture and engineering.

Andrea said that only 5 of the NCEES jurisdictions do not recognize the PE AE exam for PE licensure. This is in part because those 5 states license structural engineers. Other states will allow someone with the PE AE to be registered as a PE – not discipline specific. The exam includes questions on electrical engineering – 25%, mechanical engineering – 25%, structural engineering – 20%, building systems integration – 15%, and construction administration – 15%. Because most jurisdictions are not discipline specific, a person’s stamp who has passed the PE AE is usually either PE or SE. Many states allow an AE to only stamp plans for the entire buildings that are 2 stories or less.

The standard AE degree does not give a person a basic seismic understanding unless the person goes down the structural path for the degree that does give a basic seismic understanding, but not high seismic detailing. The career path for a person with an AE usually results in a person working in the mechanical, electrical, fire protection, plumbing design or in construction management.

21. Board Discussion on Architectural Engineering as a Registered Profession

AELS has received applicants who have an AE degree and can qualify under the equivalent degree table for another discipline. It has also received applications where the applicants have only passed the PE AE to which there is no pathway to licensure in Alaska. The board is open to either accepting the PE AE towards another discipline or adding the discipline of AE for those that have passed the PE AE. Fritz reminded the board that licensure would also require experience in the discipline being applied for. Johnston suggested crafting a scope of practice that would place limitations on the practice of architectural engineering. A person practicing AE could potentially stamp electrical, mechanical, and some structural drawings.

Fritz shared that she is concerned about the Board’s workload and the time that adding this discipline would take, she also thinks it is good to be looking at alternate paths for licensure for those that have passed the PE AE, and lastly, that the board should review this and see if this is needed in Alaska. She did request that if the board does add this discipline to not include architect in the title of the discipline. She wants to hear from the industry and ask what the obstacles as well as the benefits are of doing this.

Fritz designated a working group to meet with professionals in the industry to include one mechanical engineer, one electrical engineer, one structural engineer, and one civil engineer, along with one AELS Board member – Ed Leonetti with a timeframe of one year. Her hope is that each person from the various industries will go to their state associations and talk about how adding this discipline would impact them as well as make the industry aware that the Board is considering adding this discipline.

22. Break

Follow-up on Item 17

Motion:
12AAC36.170 Fees

In a Motion made by Elizabeth Johnston and seconded by Fred Wallis, and approved unanimously via roll call vote, it was proposed to modify regulation 12AAC 36.170 Fees and add b) Late renewal penalty fees shall be assessed as of January 1 of the year following the biennium period and payment is due prior to renewal. Continuing education extension period fees are due at the time of the extension.

Therefore, it was,

RESOLVED to approve the regulation change to 12AAC36.170 Fees to charge the late fee immediately upon lapsing and not wait the 60 days as required in 08.01.100(b) for public notice pending approval by the Department of Law.

23. Committee Reports

A. Investigative Advisory Committee – Leonetti

1. Investigative Report – Kase

There are currently 8 open cases – 3 engineer cases and 5 land surveyor cases. He also shared the result of the closed cases. The cases that are assigned to board members that are terming off will be assigned to current board members.

2. Barrier Crimes

3. Application Professional Fitness Question #1

Have you been convicted of a crime or are you currently charged with committing a crime, or is any such action pending?
For purposes of this question, “crime” includes a misdemeanor, felony, or a military offense **where a jail sentence could**

have been imposed. including (but not limited to) a conviction involving driving under the influence (DUI) or driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license. “Convicted” includes having been found guilty by verdict of a judge or jury, having entered a plea of guilty, nolo contendere or no contest., or having been given probation, a suspended imposition of sentence, or a fine.

If AELS required a background check, whatever shows on the report would be compared to the application. Investigator Billy Homestead suggested that if they required background checks they need to ensure the reports come to the board directly from the source and that the Board make a list of crimes that are backed up by statutes and regulations for what crimes need to be investigated.

This topic was discussed due to Mr. Mendenhall’s letter under Item 16A(2) – Incoming Correspondence. He points out that the crimes that applicants are asked to report, specifically DUIs, that have no bearing on their profession should not be required.

4. “Code of Ethics” – in 08.48.101 and .111

The committee will look into what AELS is using for its Code of Ethics and then ensure it is being distributed.

<p>Motion: Applications’ Professional Fitness Question 1</p>	<p>In a Motion made by the Investigative Advisory Committee, and approved by show of hand, it was proposed to modify Professional Fitness Question #1 to read as follows: Have you been convicted of a crime or are you currently charged with committing a crime, or is any such action pending? For purposes of this question, “crime” includes a misdemeanor, felony, or a military offense where a jail sentence could have been imposed. “Convicted” includes having been found guilty by verdict of a judge or jury, having entered a plea of guilty, nolo contendere or no contest. Yes: Bell, Fritz, Garness, Johnston, Leonetti, Maxwell, Rozier, Wallis / No: Leman, Strait</p> <p>Therefore, it was, <i>RESOLVED to approve changing Professional Fitness Question #1 in all AELS applications.</i></p>
<p>Motion: Regulation Project to incorporate a list of barrier crimes into 12AAC36.320</p>	<p>In a Motion made by Ed Leonetti and seconded by Jeff Garness, and approved via roll call vote it was approved to start a regulation project on 12AAC36.520 to incorporate a list of barrier crimes Yes: Fritz, Garness, Johnston, Leonetti, Maxwell, Rozier, Strait, Wallis</p> <p>Therefore, it was, <i>RESOLVED to approve a regulation project on 12AAC 36.520 to incorporate a list of barrier crimes.</i></p>
<p>A. Outreach Committee – Maxwell</p> <ol style="list-style-type: none"> 1. 2024 Newsletter – All articles are in and should be out for board approval before the board members term off on March 1, 2024. 2. Wall Certificates – The committee will look into possibly adding this as a pdf to the MyLicense portal that the registrant can print themselves. 3. May 2024 outreach event Regulators’ forum with key Municipality of Anchorage Building Officials, State Fire Marshal, and AELS Investigator Maxwell requested that Garness help with this event and invite officials. Leonetti requested that Fairbanks Building Officials get invited. <p>B. Guidance Manual Committee - Rozier</p> <ol style="list-style-type: none"> 1. Bylaws There is currently no provision in the AELS Bylaws for how to make changes to the bylaws. Leman submitted the following paragraph for consideration: <i>“These By-laws may be adopted, amended or repealed by a majority of the Board members authorized. This action is</i> 	

authorized only at a properly noticed and conducted meeting of the Board. Proposed text for By-laws actions must be available to Board members and the public at least 21 days in advance of the meeting where a vote will be taken.”

Fritz asked that the committee save all changes to the bylaws until the board can change regulation 12AAC 36.920 that specifically refers to the 2014 version of the bylaws.

<p>Motion: Changing the Bylaws 12AAC36.920</p>	<p>In a Motion made by Elizabeth Johnston and seconded by Randall Rozier, it was approved unanimously via roll call vote to open a regulation project to change 12 AAC 36.920 Board bylaws to update the 2014 reference</p> <p>Therefore, it was,</p> <p><i>RESOLVED to approve a regulation project on 12AAC 36.920 to not refer to a specific version date.</i></p>
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2. Definition of Responsible Charge Experience and HSW

<p>Motion: Adding a Definition Section to the Guidance Manual and add definitions for HSW and Responsible Charge Experience and add a reference to HSW in Board Policies and Historical Information.</p>	<p>In a Motion made by the Guidance Manual Committee it was approved unanimously via roll call vote to add the definition of HSW and Responsible Charge Experience to the Guidance Manual and add a reference to HSW in the Board Policies and Historical Information.</p> <p>Therefore, it was,</p> <p><i>RESOLVED to approve the changes to the Guidance Manual and Board Policies and Historical Information as presented in this meeting.</i></p>
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3. Example of CE self-study structured report – Leonetti

4. Digital Signature -waiting for regulation change – Johnston

C. Legislative Liaison Committee – Leman

1. Board Make-up – Rep. McKay did not file this bill and does not plan to advance it until the board can more clearly identify what it wants.

2. EA Salary Issue – This was covered during the Division Update by Director Robb

3. SB 73 / HB159 update – HB159 moved from House Labor and Commerce to House Finance after the hearing on February 2, 2024. Fritz testified for the AELS Board and informed the committee of the changes the board recommended in May 2023. Johnston testified as an individual and expressed concern with how the bill deals with comity applicants and the definition of practice. SB73 is with Senate Finance. Fritz suggested that the board send a letter to the House Finance Committee with the board’s concerns.

4. HB221 – Maxwell shared that this bill deals with platting unplatted tracts of land. This bill would allow private citizens to record their own plat.

<p>Motion: Jake Maxwell – speak on behalf of the AELS Board on HB221</p>	<p>In a Motion made by Elizabeth Johnston and seconded by Sterling Strait, it was approved unanimously to have Jake Maxwell and the new Legislative Liaison Committee Chair speak on the AELS Statutes and Regulations on behalf of the AELS Board on HB221</p> <p>Therefore, it was,</p> <p><i>RESOLVED to approve Jake Maxwell and the LLC Chair to speak on the AELS Statutes and Regulations of the AELS Board on HB221.</i></p>
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F. Education Committee - Johnston

1. On demand Cold Regions Design course

The core competencies will be added to the resource folder for the board members to add/edit the core competencies.

2. Regulation Project CE 12 AAC 36.530(b) (See Agenda Item 7D)

24. Lunch	
15. Board Elections (February 2024- February 2025)	
Motion: Jeff Garness – Chair February 2024-February 2025	In a Motion made by Elizabeth Johnston and seconded by Sterling Strait, it was approved unanimously to have Jeff Garness serve as AELS Board Chair from February 2024-February 2025 Therefore, it was, <i>RESOLVED to approve Jeff Garness as AELS Board Chair from February 2024-February 2025</i>
Motion: Ed Leonetti – Vice Chair February 2024-February 2025	In a Motion made by Elizabeth Johnston and seconded by Jeff Garness, it was approved unanimously to have Ed Leonetti serve as AELS Board Vice Chair from February 2024-February 2025 Therefore, it was, <i>RESOLVED to approve Ed Leonetti serve as AELS Board Vice Chair from February 2024-February 2025</i>
Motion: Sterling Strait - Secretary February 2024-February 2025	In a Motion made by Elizabeth Johnston and seconded by Jeff Garness, it was approved unanimously to have Sterling Strait serve as AELS Board Secretary from February 2024-February 2025 Therefore, it was, <i>RESOLVED to approve Sterling Strait serve as AELS Board Secretary from February 2024-February 2025.</i>
25. Special Groups	
<p>A. Land Surveyor Subcommittee – Bell / Maxwell The subcommittee is considering where to add a definition for recording plats in regulation. They will look into possibly adding it to 12AAC 36.185 – Use of Seals. The definition the subcommittee will use is from NCEES Model Law 110.20 Definitions B 3 d – “Making any survey for the division, subdivision, or consolidation of any tract(s) of land”</p> <p>B. ADEC Regulations Working Group – Leman / Garness DEC started a project to amend 18AAC72 – wastewater disposal regulations. The regulated community (including AELS) provided comments during the public comment period, but DEC put through the changes without incorporating AELS’s concerns, or even responding to them. The new DEC regulations expand the Certified Installers scope of practice which includes duties that are considered engineering. Because there was conflict between two state departments, the issue was brought to the Department of Law which resulted in Leman and Garness meeting the AG Treg Taylor. After hearing the conflicts between AELS regulations and DEC regulations, AG Taylor asked for a memo from AELS which was sent on January 31, 2024. AG Taylor then had the Department of Law review this. Civil Division Director Stacie Kraly joined the meeting to discuss the draft opinion that she issued but asked that we hold it while she continues to do her evaluation of the concerns expressed by AELS. She did say that when the conflict was found between these two state agencies it should have been elevated to her or the Deputy AG. The issues she is researching is why is an engineer is required for an over 500-gallon wastewater system, but one is not required for a system under that amount, why the word “supervision” or some form of it was added to the new DEC regulations and what was meant by that word, and what is the role of the Certified Installer? At this time, she is not saying she agrees with either agency, but is still evaluating and wants to be able to resolve this conflict. She appreciates that the AELS Board is offering a possible solution. She hopes to conclude her research within the next couple of weeks and have recommendations for AG Taylor, the Commissioner of ADEC, and the AELS Board.</p> <p>C. DOT Bridge / Structural Engineering Working Group – Strait / Leman This working group did not meet between the November 2023 board meeting and the February 2024 meeting. Leman opted to stay on as a Working Group member even after he is off the board.</p>	
26. Break	
27. Review Action Item List	

28. Set Committee Meeting Dates

Legislative Liaison Committee – Wednesday, February 21 – 12:15 – 1:15pm – Catherine Fritz invited
 Investigative Advisory Committee – Tuesday, March 5 – noon – 1pm
 Land Surveyor Subcommittee – Thursday, March 7 – noon – 1pm – Bob Bell invited
 Guidance Manual – Tuesday, March 19 – noon - 1pm
 Outreach Committee – Wednesday, March 20 – noon – 1pm – Jeff Garness invited
 Planning & Implementation Committee – Friday, March 22 – noon – 1pm – Catherine Fritz invited
 Education Committee – Elizabeth resigned as chair – no meeting scheduled

29. Read Applicants into the Record

Motion: In a motion made by Ed Leonetti, seconded by Sterling Strait, and approved unanimously, it was
 Monthly Approval *RESOLVED to APPROVE the following list of applicants for registration by comity that were reviewed by*
 Applicants *staff and board since the last board meeting.*

License #	First Name	Last Name	Type of License	Board Decision
217487	Kristine	Pafford	Arch	Approved
217332	Ryan	Marsters	CE	Approved
217926	Jeremy	Wenger	ME	Approved
218427	Justin	Palmer	Arch	Approved
219045	Matthew	Staley	Arch	Approved
218883	Derek	Hancey	CE	Approved
218567	Driss	Majdoub	CE	Approved
219002	Elizabeth	Willmot	CE	Approved
218994	Tyler	Ott	CE	Approved
218158	Andrew	McEachern	SE	Approved
215207	Tanjeet	Juneja	SE	Approved
218613	William	Ragland	SE	Approved

Motion: In a motion made by Ed Leonetti, seconded by Jeff Garness, and approved unanimously, it was
 Monthly Conditional *RESOLVED to CONDITIONALLY APPROVE the following list of applicants for registration by comity that*
 Approval Applicants *were reviewed by staff and board since the last board meeting.*

License #	First Name	Last Name	Type of License	Board Decision
215816	John	Miller	CE	Conditional
217277	Matthew	White	CE	Conditional
217560	Quinn	Culbertson	ME	Conditional
218336	Remy	Stern	CE	Conditional
217509	David	Montague	EE	Conditional
219111	Matthew	Ferguson	ME	Conditional
218029	Martin	Olson	CE	Conditional
218345	Aaron	Suderman	ME	Conditional
218998	Joshua	Voecks	CE	Conditional
218154	Timothy	Morgan	CE	Conditional

Motion: Approved Applicants	In a motion made by Ed Leonetti, seconded by Loren Leman, and approved unanimously, it was <i>RESOLVED to APPROVE the following list of applicants for registration by comity with the stipulation that the information in the applicants' files will take precedence over the information in the minutes.</i>
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License #	First Name	Last Name	Type of License	February Decision
219383	Chung-Tse	Lin	Arch	Approved
217271	Wayne	Jenski	Arch	Approved
216274	Frederick	Grantham	CE	Approved
216726	Juan Javier	Torres Goitia	CE	Approved
216081	Madison	Cappabianco	EC	Approved
217554	David	Sansotta	SE	Approved

Motion: Conditionally Approved Applicants	In a motion made by Ed Leonetti, seconded by Bob Bell, and approved unanimously, it was <i>RESOLVED to CONDITIONALLY APPROVE the following list of applicants for registration by comity and examination with the stipulation that the information in the applicants' files will take precedence over the information in the minutes.</i>
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License #	First Name	Last Name	Type of License	February Decision
218019	Jeremiah	Smith	Arch	Conditional
107876	Willie	Zamora	Arch	Conditional
219371	Cody	Lourie	CE	Conditional
217633	Corbyn	Navas	CE	Conditional
218665	Marianna	Ligon	CE	Conditional
217328	Whitley	Laws	CE	Conditional
218477	William	Redman	CE	Conditional
219106	Zak	Hartman	CE	Conditional
216332	Morgan	Pohlman	EE	Conditional
105634	Clifton	Enochs	EV	Conditional
219380	Jason	Gresehover	EV	Conditional
117089	Kelsey	Lindahl	EV	Conditional
219516	Brandon	Hoxie	LS	Conditional
114908	Eric	Roelfs	LS	Conditional
219367	Evan	Venechuk	LS	Conditional
219052	Michael	Bennett	LS	Conditional
196446	Simon	Gilliland	LS	Conditional
121881	Isaac	Williams	ME	Conditional
217700	Stephen	Laverty	NM	Conditional

Motion: Conditionally Approved Applicants	In a motion made by Ed Leonetti, seconded by Fred Wallis, and approved unanimously, it was <i>RESOLVED to find the following list of applicants for registration by comity INCOMPLETE with the stipulation that the information in the applicants' files will take precedence over the information in the minutes.</i>
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License #	First Name	Last Name	Type of License	February Decision
218022	Sophia	Zumot	CE	Incomplete

Travel Resolution – Leman wrote a travel resolution asking the State to consider changing its travel policy to allow for the Board to meet once each year in Fairbanks and Juneau for meetings to keep in better touch with its registrants and the Legislature.

Motion: Travel Resolution	In a motion made by Loren Leman, seconded by Elizabeth Johnston, and approved unanimously, it was During the discussion of this motion the board asked for reference to the following topics be included: excess go into general funds and enhances the board’s visibility in its enforcement role. <i>RESOLVED to adopt the Travel Resolution as amended in this meeting.</i>
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30. Upcoming Calendar

- A. February 29-March 2, 2024 NCARB Regional Summit -- Savannah, GA – Catherine Fritz, Sara Neal
- B. April 19th – AKLS
- C. May 8-9th – May AELS Board Meeting
 - 1. FY2025 Strategic Plan
 - 2. CE Audit Documentation Review
 - 3. New Board Member Welcome
- D. May16-17th - NCEES Zones Bozeman, MT – Jake Maxwell, Colin Maynard, Kelly Johnson, Sara Neal
Strait asked if Maynard wanted attend in his place.
- E. June 13-15th – NCARB Annual Business Meeting -Chicago, IL
- F. August 14-17th – NCEES Annual Business Meeting – Chicago, IL
- G. August 22-23 – August 2024 Board Meeting
- H. September 2024 – CLARB Annual Business Meeting – Buffalo, NY

Motion: NCARB Annual Business Meeting	In a motion made by Randall Rozier, seconded by Elizabeth Johnston, and approved unanimously, it was <i>RESOLVED to approve Randall Rozier and Paul Baril or as appointed by the chair to be the AELS delegates to the NCARB Annual Business Meeting.</i>
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31. Board Member Comments

All remaining board members expressed their gratefulness for the outgoing board members’ contributions to the board. Bell, Leman, Wallis, and Fritz are terming off the board. Exiting board members encouraged the board to keep up the good work. All members welcomed in the four new incoming board members that start on March 1, 2024.

32. Adjourn

Item 2: Outgoing Correspondence

1. February 9, 2024 – HB159 House Finance
2. February 9, 2024 – Travel Resolution
3. February 28, 2024 – Paul Davis
4. March 22, 2024 – SB73 Senate Finance
5. April 22, 2024 – UA Graduate Letter



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

Department of Commerce, Community, and Economic Development

BOARD OF REGISTRATION FOR ARCHITECTS,
ENGINEERS, AND LAND SURVEYORS

P.O. Box 110806
Juneau, Alaska 99801-0806
Main: 907.465.1676
Toll free fax: 907.465.2974

February 9, 2024

The Honorable Representative Byrce Edmon, Co-Chair
The Honorable Representative Neal Foster, Co-Chair
The Honorable Representative DeLena Johnson, Co-Chair
and Members of the House Finance Committee
Alaska State Capitol
Juneau, Alaska 99801

Sent via email to House.Finance@akleg.gov

Re: House Bill 159, "An Act relating to registered interior designers and interior design"

Dear Co-Chairs Representative Edmon, Representative Foster and Representative Johnson,

I am writing to update the House Labor and Commerce Committee on actions by the Board of Registration of Architects, Engineers, and Land Surveyors (AELS) related to the regulation of interior design and interior designers. The discussions and actions focused on SB 73 but are relevant to HB 159 since it is a companion bill. At our May 2023 meeting, AELS took the following actions:

1. The Board does not recommend adding the profession of interior design to 08.48 (AELS Board).
2. If SB 73 is advanced by the legislature, the AELS Board offers the following recommendations to CS-D:
 - Remove all references in the bill to AELS Board make up (Section 1, 2, 3 and 38).
 - Remove item (15) of Section 27.
 - In Section 30, delete (B) and revise (D) to meet the following: *"review of drawings and specifications of interior spaces made by regulatory agencies."*
 - In Section 37, revise to read as follows: *"Sec 37. TRANSITION: CURRENT INTERIOR DESIGNERS. Notwithstanding this Act, a person working as an interior designer before the effective date of this Act may continue to practice interior design in the state until 90 days after the effective date of regulations established in 12 AAC 36 or 2 years after the effective date of this Act, whichever comes first, at which time they must register if they wish to practice registered interior design as described in AS 08.48.341."*

The AELS Board has discussed the topic of interior design regulation at length for more than 3 years and held 2 special meetings on SB 73 during the 2023 legislative session. We have also raised concerns through written and verbal testimony during hearings on both SB73 and its predecessor bill from the 32nd Alaska Legislature, HB 61. While opinions of individual AELS Board members vary, the majority does not support adding the new profession of interior design to AS 08.48, the statute that authorizes the AELS Board. Discussion encouraged interior design to be regulated under a different framework if regulation is needed or desired.

We appreciate being allowed to engage in discussion about this legislation that, if approved, will add to the Board's responsibilities. Please contact me if you would like more detailed information.

Sincerely,

Jeffrey Garness, Professional Engineer
AELS Board Chair



February 9, 2024

Resolution on Board Travel

Whereas the AELS Board desires to be accessible to its registrants, students who are potential future registrants, recruits to the North to the Future team, as well as lawmakers and other decisionmakers in Alaska; Additionally, by increasing its visibility it enhances opportunities for education and enforcement.

Whereas the Board has historically met four times each year, typically for two days each cycle--in Anchorage for two; in Juneau in February; and in Fairbanks for its other meeting,

Whereas the Board is more than self-supporting – its registrants fully fund the cost of its operations, investigations, and staff, and have produced a surplus,

Whereas Board members typically come from areas across Alaska to provide expertise and donate their time for Board meetings, committee work between meetings, collaborating with professionals in other states through national support organizations, and other outreach activities, exceeding 100 hours per year for each Board member,

and Whereas the Board believes the recent Department policy of not allowing the Board to meet in Fairbanks and Juneau is false frugality,

Therefore, be it resolved, the AELS Board desires greater deference in selecting and arranging locations for its meetings to best be able to accomplish its mission. We request a change in the current policy regarding meeting locations.

Passed by the AELS Board on a 10 to 0 vote on February 9, 2024, in Anchorage, Alaska.

Copies to Governor Mike Dunleavy, Commissioner Julie Sande, and Director Sylvan Robb.

From: [Neal, Sara J.\(CED\)](#)
To: [Paul Davis](#)
Subject: Engineering Documents not Requiring Seals
Date: Wednesday, February 28, 2024 2:29:00 PM
Attachments: [image001.png](#)

Hi Paul,

Again, I apologize for the delay in responding. Here is a response from the first questions that you posed via email. The letter that you sent in will be responded to separately.

Thank you for your patience as the board reviewed your questions.

1. Are there any types of engineering work products that are final issues and released from the control of the engineer with responsible charge that do not require sealing or stamping other than red-lined As-builts? In my experience, many engineering companies, particularly U.S. based engineering companies, seal only a small subset of their engineering work products.

The use of seals is defined broadly in 12 AAC 36.185. This requires the sealing of "final drawings, surveys, and required construction documents." Additionally, Alaska has adopted the International Building Code under 13 AAC 50-55 which contains this requirement. IBC 105.3 (4) requires that applications for permits be accompanied by construction documents. IBC 107 provides some definition of "construction documents."

The board has offered guidance on documents clarifying work requiring sealing as follows: Final documents are those documents that are prepared and distributed for filing with public officials, use for construction, final agency approvals, or use by clients. Any final document must contain the seal/stamp, signature, and date of signature of the licensee who prepared or directly supervised the work.

Plan sets: Every page of a plan set must contain the seal/stamp, depiction of the signature of the licensee(s) who prepared or who had direct supervision over the preparation of the work, and date of signature. Only a single digital signature is required to authenticate a digitally signed document.

Plans/plats containing work prepared by or under the direct supervision of more than one licensee should be sealed/stamped and dated by each licensee and shall clearly note the extent of each licensee's responsibility. (12 AAC 36.185 (h))

All design revisions to final plan/plat sheets shall clearly identify on each sheet the revisions made and shall contain the name and seal of the licensee and signature of the licensee with the date the sheet was revised.

Specifications & Calculations: Where specifications and/or calculations are prepared in the absence of sealed plans/plats by or under the direct supervision of a licensee they shall contain the seal/stamp, the signature of the licensee, and the date of signature. If the specifications/calculations prepared by a licensee are a portion of a bound specification document that contains specifications other than that of an engineering or land surveying nature, the licensee need only seal/stamp that portion or portions of the documents for which the licensee is responsible. For specifications and calculations, an index sheet should be signed, dated, and sealed by all PEs indicating the sections they are in responsible charge. Each page does not require a separate seal. If the specifications/calculations prepared by the licensee are a portion of a final design submittal containing plans/plats these specifications/calculations do not require a separate seal.

Document review: When a licensee is required to review work prepared by another professional engineer or land surveyor, the reviewing licensee shall fully review those documents. If required, the licensee shall prepare a report that discusses the findings of the

review with any supporting calculations and sketches. The reviewing licensee should then seal/stamp, sign, and date the report. The report would make reference to and/or be attached to the subject document(s) reviewed.

2. Beginning on page 19 of the AELS Guidance Manual is a section entitled “GUIDELINE FOR CONSTRUCTION DRAWINGS”. On p. 21 under Electrical System, can you confirm that these lists of deliverables are for buildings and do not imply that these are the only drawings that need to be sealed in an oil, gas, or mining processing facility? This section appears to be applicable to occupied buildings and does not encompass all the engineering work products needed to build and operate heavy industrial process facilities. Ref: Guidance Manual (alaska.gov)

This list of electrical system drawings has been removed from the Guidance Manual and was not intended to imply a comprehensive list of deliverables for possible sealed documents.

3. Control systems engineers issue many deliverables FOR DESIGN (IFD). Examples are control narratives and Cause & Effects that programmers use to create software. This software controls facilities and protects assets, people, and the environment. Since these are the documents that are used to “construct” the software, shouldn’t these be sealed? Some project managers are requiring these programming documents to be issued for construction (IFC) after these are issued for IFD. My point is for programming we really don’t issue for construction; we issue for design. Otherwise, an IFC issue after an IFD issue is like issuing sealed IFC drawings for a road after it is built.

This type of narrative would seem to be a performance specification. In the absence of sealed plans, these would require a seal.

Kind Regards,

Sara Neal

Executive Administrator

Board of Registration for Architects, Engineers and Land Surveyors

aelsboard@alaska.gov

(907)465-2540





THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

BOARD OF REGISTRATION FOR ARCHITECTS,
ENGINEERS, AND LAND SURVEYORS

P.O. Box 110806
Juneau, Alaska 99801-0806
Main: 907.465.1676
Toll free fax: 907.465.2974

July 26, 2023

Senate Finance Committee
Senate.finance.committee@akleg.gov

RE: SB73 - An Act to Register Interior Designers

Dear Co-Chair Senators Stedman, Hoffman, and Olson:

I hope you are recharging yourselves during the legislative interim. At the close of the session in May, SB 73, an Act to Register Interior Designers, was reported out of the Senate Labor & Commerce Committee and moved on to the Senate Finance Committee. The Alaska Board of Registration of Architects, Engineers, and Land Surveyors (AELS) has been actively reviewing this bill and took action at its May 10, 2023, meeting that I would like to make you aware of.

The AELS Board acted on the following issues related to CS-D of SB73 and requested that these be forwarded immediately to the Senate Labor and Commerce Committee to be considered at a hearing on the bill that occurred the same day. The bill was reported out without public testimony, so I am forwarding these actions to the Senate Finance Committee for consideration.

1. The Board does not recommend adding the profession of interior design to 08.48 (AELS Board).
2. If SB 73 is advanced by the legislature, the AELS Board offers the following recommendations to CS-D:
 - Remove all references in the bill to AELS Board make up (Sections 1, 2, 3 and 38).
 - Remove item (15) of Section 27.
 - In Section 30, delete (B) and revise (D) to meet the following: *"review of drawings and specifications of interior spaces made by regulatory agencies."*
 - In Section 37, revise to read as follows: *"Sec 37. TRANSITION: CURRENT INTERIOR DESIGNERS. Notwithstanding this Act, a person working as an interior designer before the effective date of this Act may continue to practice interior design in the state until 90 days after the effective date of regulations established in 12 AAC 36 or 2 years after the effective date of this Act, whichever comes first, at which time they must register if they wish to practice registered interior design as described in AS 08.48.341."*

The AELS Board has discussed the topic of interior design regulation at length for more than 3 years and held 2 special meetings on SB 73 during the 2023 legislative session. We have also raised concerns through written and verbal testimony during hearings on both SB73 and its predecessor bill from the 32nd Alaska Legislature, HB 61. While opinions of individual AELS Board members vary, the majority do not support adding the new profession of interior design to AS 08.48, the statute that authorizes the AELS Board. Discussion encouraged interior design to be regulated under a different framework if regulation is needed or desired.

We appreciate being allowed to engage in discussion about this legislation that, if approved, will add to the Board's responsibilities. Please contact me if you would like more detailed information, and I hope you are having a great Alaskan Summer! Sincerely,

A handwritten signature in black ink that reads "Catherine Fritz". The signature is written in a cursive, flowing style.

Catherine Fritz, Architect
Chair – Board of Registration for Architects, Engineers, and Land Surveyors.

C: Senator Matt Claman
Senator.Matt.Claman@akleg.gov



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
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BOARD OF REGISTRATION FOR ARCHITECTS,
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P.O. Box 110806
Juneau, Alaska 99801-0806
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April 22, 2024

Dear University of Alaska Graduate:

On behalf of Alaska's Board of Registration for Architects, Engineers, and Land Surveyors, congratulations on your graduation from the University of Alaska! You have accomplished an important life milestone and are facing an exciting future. Your years of work at the university have undoubtedly included many challenges, but we also hope that you have learned resiliency and determination, and that critical thinking and problem solving have been part of your everyday experiences. Completing your degree is a tremendous personal accomplishment, and you should be very proud. We applaud your success as a student and encourage you to pursue your Professional Engineering or Land Surveying license. Our state needs the talents and energies of emerging professionals like you.

We wish you all the best as you celebrate this occasion. Please feel free to contact me if you have questions about the licensing path.

Warm regards,

A handwritten signature in blue ink, appearing to read "Jeff Garness".

Jeff Garness, Civil and Environmental Engineer, and Chair
Alaska State Board of Registration for Architects, Engineers, and Land Surveyors
aelsboard@alaska.gov

Item 3: Outreach Reports

1. February 28 – March 1, 2024 – NCARB Region Summit Report
2. March 8, 2024 – PE Registration & Public Service in Alaska

Report to AELS Board
April 26, 2024

NCARB held the annual “Regional Summit” in Savannah, GA on February 29 – March 2, 2024. This conference brought together all 55 jurisdictions while having a focus on the business and issues of the six NCARB regions (Alaska is in Region 6). The keynote was presented by George Guida of the Harvard Laboratory Institute on the topic of Artificial Intelligence - how AI is expected to impact architectural practice and the regulation of the design professions. Workshops were held on “Incidental/Overlapping Practice” and “Multiple Pathways to Licensure.” NCARB is continuing to explore both of these topics through committee work and collaboration with other professions.

Region 6’s business meeting reviewed the draft resolutions that are expected to be acted on at the Annual Business Meeting (ABM) in Chicago in June. The resolution that has gotten the most discussion has been the proposal to realign to five regions, rather than the current six. This would address parity across the member boards by equalizing the number of jurisdictions in each region. Currently, region make-up ranges from six board members in Region 1, to thirteen boards in Region 6. Our region also elected new members and officers to the Executive Committee whose terms will begin at the close of the ABM. More information about Region 6 activities can be found on our website, wcarb.com.

Catherine Fritz
Sara Neal

Outreach Activity Report

Board: AELS

Date & Time of Event: March 8, 2024, 9 to 10 am

Person Reporting: Loren Lemman, P.E.

Attendees: 16 students, 1 professor **Board Members:** 2

Type of Outreach: Presentation on AELS Board function, PE registration, professional development and community service

Board Members Participating: Loren Lemman (retiring) and Colin Maynard (rejoining)

Description of Event: I responded to an invitation from Scott Hamel, P.E., PhD, professor and chair of the civil engineering department at UAA, by agreeing to speak to the senior civil engineering Capstone class on the topic "PE Registration & Public Service in Alaska." Because I had just transitioned off the Board and Colin Maynard was rejoining the Board, I invited Colin to join me. He agreed to do that.

Dr. Hamel knows that we serve on the AELS Board and has asked both of us to participate in this class during previous years. He agreed to adding Colin. Additionally, I have also served on the Community Advisory Board for the UAA College of Engineering for more than 13 years. At my invitation and this Board's concurrence Colin served briefly on this Advisory Board during the past three years.

To prepare for the class Colin and I updated a PowerPoint presentation I used last year, which was borrowed extensively from Colin and Elizabeth Johnston's original work. Although I had originally been asked to speak in early April, Dr. Hamel's associate at UAA, Professor Vinod Vasudevan facilitated a conversation with other speakers to exchange speaking times to accommodate their travel schedules.

This was a local Anchorage event for us and did not generate a cost to the State of Alaska. We hope that four years from now the Board will be reviewing applications from many of these students, which we will consider a worthy return from this investment.

The updated PowerPoint presentation is in the OnBoard Resources folder.

Submitted by,

Loren Lemman
March 13, 2024

5. 9:25 am – Ethics Reporting (no document included)
6. 9:35 am – New Board Member Welcome (no document included)
7. 9:50 am – Strategic Plan for 3/1/2024-2/28/2025 (document included – see below)

DRAFT

STRATEGIES

a. Support license mobility by aligning with model law, including updates to statutes, regulations, policies.



b. Prepare university students for licensure

- Encourage licensing preparedness at UA (and other) engineering and land surveying/geomatics programs.
- Encourage Alaska resident 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

- Assist AELS staff with correspondence, reports, travel requests, FAQs for regulation projects, etc.
- Collaborate with staff to identify board training needs and opportunities.



PLANNED ACTIONS 3.1.2024 – 2.28.2025

1. Remove experience requirements to sitting for the PE and the PS exams (decoupling)
2. Review proposed regulation changes for consistency with relevant NCARB, NCEES, and CLARB standards.
3. Support Board members' participation in national organization committees and leadership.
4. Develop core competencies for Cold Regions Design Course

1. Send congratulatory letter to UA engineering and land surveying graduates.
2. Identify Alaska resident architecture and landscape architecture graduates and send congratulatory letters.

1. Develop an annual Outreach Plan in conjunction with the Board's annual report.

1. Promptly respond to administrative requests for assistance from candidates and registrants.
2. Develop a template for annual Committee reports.
3. Assist in writing the Annual Report/Travel Plan.

OBJECTIVE 1.

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

DRAFT

STRATEGIES

PLANNED ACTIONS 3.1.2024 – 2.29.2025

a. Protect public HSW through effective statutes & regulations

- Analyze/update regulations to simplify and maintain Education, Experience, Examination standards.
- Enforce regulations with prompt, thorough investigations.



1. Improve investigation review, processes and procedures.
2. Review and update bylaws.
3. Work with ADEC to improve regulations and policies that overlap with AELS.
4. Work with DOT to address 36.990 (44)(F)

b. Collaborate with design professionals & allied professions

- Listen to concerns; address through regulations, policies.
- Interact with professional organizations on HSW matters.
- Use committee and work groups to engage licensees.
- Provide ongoing review/update to Guidance Manual.



1. Explore adding the discipline of architectural engineering.
2. Incorporate license holder concerns, ideas and issues into Outreach Plan.
3. Work with ID working Group and others regarding Interior Design Registration.
4. Work with professional societies to make registrants aware of new CE requirements.

c. Maintaining Competency through Continuing Education

- Monitor new CE regulations and reporting system to identify needed improvements.



1. Adjust new CE forms as needed.
2. Conduct CE audit training for Board members.
3. Complete the 2024 CE audits.

OBJECTIVE 2.

...enforcing the licensure and competency requirements in a fair and uniform manner.

Summary of Actions

3.1.2024 – 2.28.2025

- Maintain effective Board committees & working groups (including annual review of Strategic Plan Actions)
- Review and update By-Laws
- Board training – department/infrastructure
- Continually check in with the Strategic Plan - Don't add items to the workload if they are not consistent with adopted plan (unless issue is essential!).
- Continue reviewing priorities at the end of each meeting –
 - Priority 1: Task needs to be completed w/in 30 days
 - Priority 2: Task needs to be completed before next board meeting (3 months)
 - Priority 3: Task needs to be completed within 6-12 months.

8. 10:30 am - Break

9. 10:45 am – Regulation Projects (document included – see below)

A. Approved for Public Notice

1. Responsible Charge
2. 12AAC 36.185 – Document Retention
3. 12AAC 36.145 - What defines an office
4. 12AAC 36.530(b) - CE Military Exemption
5. 12AAC 36.170 - Late Fees for Renewal

B. In Progress

1. Architectural Engineering – See agenda item 26(D) – Johnston / Leonetti
2. 12AAC 36.920 – Bylaws See agenda item 24(D)(1) – Guidance Manual Committee
3. 12AAC 36.320 – Professional Conduct - See agenda item 24(A)(2) -Investigative Advisory Committee

	Regulation Section	Project Name	Does it affect other Regulation Projects	Board Approval Date	FAQs	Date sent to Reg Specialists	Date sent to Dept. of Law	Public Notice Period	Board Champion	Board Adopted Date	Lt. Gov Sig Date	Effective Date
May Reg Project	36.04	Simplified Application for reexamination	no	5/11/2023	Completed	5/24/2023	7/15/2023		Johnston	2/8/2024	3/17/2024	4/17/2024
	36.068	LA By Exam	no	5/11/2023	Completed	5/23/2023	7/15/2023		Leonetti	2/8/2024	3/17/2024	4/17/2024
	36.063(k) 36.075, 36.104, 36.105(h) 36.990(A)(42)&(47) 36.185(f) and (j)	Structural Engineering Revisions, Mentoring, and PS Exam	no	5/11/2023	Completed	5/24/2023	6/1/2023	7/19/2023	Strait	8/28/2023	9/22/2023	10/22/2023
	36.5	Continuing Education Update	no	5/11/2023	Completed	5/23/2023	(will go w/SB126) 5/24/2023	7/19/2023	Johnston	2/8/2024	3/18/2024	4/18/2024
				no	5/11/2023	Completed	5/23/2023	5/24/2023	7/19/2023	CE Committee	8/28/2023	9/17/2023
	Multiple Sections	COA Regulation Change Due to SB126 - adding LPs & EA	yes	8/28/2023	Completed			11/9/2023-12/11/2023		2/8/2024	3/18/2024	4/18/2024
Aug-23	36.145	What defines an office	no	2/8/2024	FAQs							
Aug-23	38.185	Document retention	no	2/8/2024								
Nov-23	36.530b	CE Military Exemption	no	2/8/2024								
	Multiple Sections	Responsible Charge	no	2/8/2024					Garness			
Feb-24	36.170	Late Fees	no	2/8/2024								
Feb-24	36.920	Bylaw Date	no						GM Committee			
Feb-24	36.320	Discipline	no						InvAdv Committee			
	Multiple Sections	Architectural Engineering	no						Elizabeth			

10. 11:00 am - Division Report (no documents included)
 - A. FY 2024 3rd Quarter Update (document will be added before meeting)
 - B. Update on EA Salary
 - C. Update on ADEC
 - D. Update on Military & Spouse Special Licensure
11. 11:30 am – Public Comment (no documents included)
12. 12:00 pm – Outreach Event – Alaska Municipality and Borough Design and Permitting (no documents included)
13. 1:30 pm – Board discussion on Alaska Municipality and Borough Design and Permitting (no documents included)
14. 2:30 pm – Old Business
 - A. Annual Report – Leonetti (document included – see below)
 - B. Sunset Audit – Garness / Neal (no documents included)
 - C. AELS Website – Strait / Staff (no documents included)
 - D. Gather DEI Data from National Organizations – Johnston / Leonetti (no documents included)

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

Summary of All Professional Licensing
Schedule of Revenues and Expenditures

Board of Architects, Engineers, and Land Surveyors	FY 18	FY 19	Biennium	FY 20	FY 21	Biennium	FY 22	FY 23	Biennium	FY 24 1st - 3rd QTR
	Revenue									
Revenue from License Fees	\$ 909,305	\$ 161,305	\$ 1,070,610	\$ 932,985	\$ 146,310	\$ 1,079,295	\$ 957,475	\$ 153,720	\$ 1,111,195	\$ 680,595
General Fund Received				\$ -	\$ -	\$ -	\$ 17,581	\$ 4,700	22,281	\$ -
Allowable Third Party Reimbursements	13,692	10,892	24,584	\$ 4,143	\$ -	4,143	\$ 1,375	\$ 6,500	7,875	\$ 1,900
TOTAL REVENUE	\$ 922,997	\$ 172,197	\$ 1,095,194	\$ 937,128	\$ 146,310	\$ 1,083,438	\$ 976,431	\$ 164,920	\$ 1,141,351	\$ 682,495
Expenditures										
Non Investigation Expenditures										
1000 - Personal Services	179,399	201,499	380,898	173,287	159,806	333,093	172,213	223,949	396,162	158,095
2000 - Travel	29,385	26,313	55,698	15,812	2,110	17,922	15,391	22,087	37,478	14,374
3000 - Services	45,487	59,467	104,954	35,084	43,162	78,246	41,295	38,332	79,627	30,582
4000 - Commodities	499	27	526	30	-	30	-	1,110	1,110	-
5000 - Capital Outlay	-	-	-	-	-	-	-	-	-	-
Total Non-Investigation Expenditures	254,770	287,306	542,076	224,213	205,078	429,291	228,899	285,477	514,377	203,051
Investigation Expenditures										
1000-Personal Services	110,690	121,182	231,872	71,024	75,160	146,184	55,524	60,114	115,638	36,689
2000 - Travel	-	-	-	-	-	-	-	425	425	-
3023 - Expert Witness	-	-	-	-	-	-	-	-	-	-
3088 - Inter-Agency Legal	-	-	-	-	1,996	1,996	85	-	85	1,296
3094 - Inter-Agency Hearing/Mediation	58	-	58	-	-	-	-	-	-	-
3000 - Services other	-	670	670	208	429	637	15	51	66	8
4000 - Commodities	-	-	-	-	-	-	-	-	-	-
Total Investigation Expenditures	110,748	121,852	232,600	71,232	77,585	148,817	55,624	60,590	116,214	37,994
Total Direct Expenditures	365,518	409,158	774,676	295,445	282,663	578,108	284,523	346,067	630,591	241,045
Indirect Expenditures										
Internal Administrative Costs	-	176,749	176,749	187,122	160,058	347,180	207,091	199,257	406,348	149,443
Departmental Costs	-	96,635	96,635	66,632	61,722	128,354	68,456	67,003	135,459	50,252
Statewide Costs	-	32,978	32,978	32,186	32,250	64,436	28,626	30,893	59,519	23,170
Total Indirect Expenditures	-	306,362	306,362	285,940	254,030	539,970	304,173	297,153	601,326	222,865
TOTAL EXPENDITURES	\$ 365,518	\$ 715,520	\$ 1,081,038	\$ 581,385	\$ 536,693	\$ 1,118,078	\$ 588,696	\$ 643,220	\$ 1,231,917	\$ 463,910
Cumulative Surplus (Deficit)										
Beginning Cumulative Surplus (Deficit)	\$ 859,414	\$ 1,416,893		\$ 873,570	\$ 1,229,313		\$ 838,930	\$ 1,226,665		\$ 748,365
Annual Increase/(Decrease)	557,479	(543,323)		355,743	(390,383)		387,735	(478,300)		218,585
Ending Cumulative Surplus (Deficit)	\$ 1,416,893	873,570		\$ 1,229,313	\$ 838,930		\$ 1,226,665	\$ 748,365		\$ 966,950
Statistical Information										
Number of Licenses for Indirect calculation	8,152	7,331		7,488	7,386		8,122	7,763		

Additional information:

- General fund dollars were received in FY21-FY23 to offset increases in personal services and help prevent programs from going into deficit or increase fees.
- Most recent fee change: New fee added FY20
- Annual license fee analysis will include consideration of other factors such as board and licensee input, potential investigation load, court cases, multiple license and fee types under one program, and program changes per AS 08.01.065.

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

Sum of Budgetary Expenditures	Object Type Name (Ex)			Grand Total
Object Name (Ex)	1000 - Personal Services	2000 - Travel	3000 - Services	
1011 - Regular Compensation	99,223.13			99,223.13
1014 - Overtime	4.38			4.38
1016 - Other Premium Pay	94.12			94.12
1021 - Allowances to Employees	288.00			288.00
1023 - Leave Taken	16,538.98			16,538.98
1028 - Alaska Supplemental Benefit	7,108.84			7,108.84
1029 - Public Employee's Retirement System Defined Benefits	330.33			330.33
1030 - Public Employee's Retirement System Defined Contribution	6,070.76			6,070.76
1034 - Public Employee's Retirement System Defined Cont Health Reim	4,142.20			4,142.20
1035 - Public Employee's Retirement Sys Defined Cont Retiree Medical	1,156.93			1,156.93
1037 - Public Employee's Retirement Sys Defined Benefit Unfnd Liab	17,336.24			17,336.24
1040 - Group Health Insurance	34,645.42			34,645.42
1041 - Basic Life and Travel	17.76			17.76
1042 - Worker's Compensation Insurance	788.71			788.71
1047 - Leave Cash In Employer Charge	2,674.82			2,674.82
1048 - Terminal Leave Employer Charge	1,851.73			1,851.73
1053 - Medicare Tax	1,621.51			1,621.51
1077 - ASEA Legal Trust	99.36			99.36
1079 - ASEA Injury Leave Usage	12.19			12.19
1080 - SU Legal Trst	5.79			5.79
1970 - Personal Services Transfer	773.28			773.28
2000 - In-State Employee Airfare		1,042.93		1,042.93
2001 - In-State Employee Surface Transportation		255.63		255.63
2002 - In-State Employee Lodging		1,586.79		1,586.79
2003 - In-State Employee Meals and Incidentals		570.00		570.00
2005 - In-State Non-Employee Airfare		1,689.06		1,689.06
2006 - In-State Non-Employee Surface Transportation		40.00		40.00
2007 - In-State Non-Employee Lodging		2,256.40		2,256.40
2008 - In-State Non-Employee Meals and Incidentals		1,080.00		1,080.00
2009 - In-State Non-Employee Taxable Per Diem		429.00		429.00
2010 - In-State Non-Employee Non-Taxable Reimbursement		1,662.10		1,662.10
2013 - Out-State Employee Surface Transportation		23.78		23.78
2015 - Out-State Employee Meals and Incidentals		243.50		243.50
2017 - Out-State Non-Employee Airfare		1,178.80		1,178.80
2018 - Out-State Non-Employee Surface Transportation		-		-
2019 - Out-State Non-Employee Lodging		772.51		772.51
2020 - Out-State Non-Employee Meals and Incidentals		1,708.00		1,708.00
2022 - Out-State Non-Employee Non-Taxable Reimbursement		739.80		739.80
2970 - Travel Cost Transfer		(904.24)		(904.24)
3001 - Test Monitor/Proctor			3,000.00	3,000.00
3002 - Memberships			20,800.00	20,800.00
3035 - Long Distance			27.20	27.20
3044 - Courier			82.34	82.34
3045 - Postage			8.10	8.10
3046 - Advertising			1,468.45	1,468.45
3085 - Inter-Agency Mail			1,350.38	1,350.38
3088 - Inter-Agency Legal			5,150.06	5,150.06
Grand Total	194,784.48	14,374.06	31,886.53	241,045.07

Department of Commerce, Community
and Economic Development

Division of Corporations, Business
and Professional Licensing

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



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

P.O. Box 110806
Juneau, Alaska 99811-0806
Email: License@Alaska.Gov

This report is required under Alaska Statute 08.01.070(10).

**Program Name
FY 2024 Annual Report**

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Board Membership

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**Program Name
FY 2024 Annual Report**

Board Membership (as of the Date This Report was Approved)

Date of Final Board Approval: Click or tap to enter a date.

Board Member	Seat on Board	Term
Jeff Garness (Chair)	Engineer other than those listed	3/1/2020 – 3/1/2028
Ed Leonetti (Vice Chair)	Landscape Architect	3/1/2021 – 3/1/2025
Sterling Strait (Secretary)	Civil Engineer	3/1/2022 – 3/1/2026
Paul Baril	Architect	3/1/2024 – 3/1/2028
John Barry	Mining Engineer	3/1/2024 – 3/1/2028
Brent Cole	Public Member	3/1/2022 – 3/1/2026
Elizabeth Johnston	Electrical Engineer	3/1/2017 – 3/1/2025
Jake Maxwell	Land Surveyor	3/1/2021 – 3/1/2025
Colin Maynard	Civil Engineer	3/1/2024 – 3/1/2028
Brad Rinckey	Land Surveyor	3/1/2024 – 3/1/2028
Randall Rozier	Architect	3/1/2021 – 3/1/2025

**Program Name
FY 2024 Annual Report**

Accomplishments

The Board of Registration for Architects, Engineers and Land Surveyors (AELS) was able to get many long standing regulation projects across the finish line in FY2024. The new continuing education regulations went into effect on October 15, 2023, and allow for more options to earn professional development hours, as well as easier reporting documentation requirements, and a new partial exemption for those that have been licensed 30 or more years in a CLARB, NCARB, or NCEES recognized jurisdiction. Also in October of 2023, the new structural engineering regulations that allow for exam applicants to sit for the exam before earning their experience and allow for more exams to qualify comity applicants for licensure also went into effect. Two more regulation project went into effect in April of 2024. One of which aligns the regulations for landscape architects with the Council of Landscape Architectural Registration Boards' (CLARB) uniform standards that offer multiple pathways to licensure. The other project conformed AELS regulations to the changes required by the passing of SB126 in June of 2023. Also included in that project was a regulation change for sealing documents with a digital signature.

In addition to adopting the regulation changes, the AELS also adopted an updated disciplinary matrix in August of 2023 which is posted to the AELS website. This tool assists both the board and the investigator when responding to complaints that are submitted. AELS currently has 12 open cases with investigations. Eleven cases, including cases opened in previous years, were closed in FY2024. Those closed cases resulted in sending three Letters of Advisements.

For the second year in a row, AELS published its yearly newsletter. (See Appendix ##) This newsletter keeps AELS registrants and other interested parties current on issues the board is working on. It also included several informative tips from the board on what AELS Statutes and Regulations require in certain situations, an article on the new continuing education regulations, a report on the three most common types of licensing violations, and instructions on how to become involved with the AELS Board.

A new application review process was provided for in both a FY2023 regulation project and the passing of SB126 which allow staff to review and approve with board concurrence all comity applicants who submit a council record from CLARB, NCARB, or NCEES, and also meet all other licensure requirements. This process as well as the board reviewing comity applicants between board meetings has decreased licensing times by up to 60 days.

(Have the publication team insert licensing # graphics here)

Program Name
FY 2024 Annual Report

Activities

The AELS Board met four times during its regularly scheduled board meetings. AELS has the following committees that meet between board meetings to work on board business as shown:

Outreach Committee	Planned outreach events for each board meeting Designed and compiled the 2024 AELS Newsletter
Education Committee	Worked on the continuing education regulation changes Working on the core competencies for the Cold Regions Design Course
Investigative Advisory Committee	Developed the Discipline Matrix Working on a regulation project to clarify actions that need to be investigated
Legislative Liaison Committee	Kept current on legislative issues that affect AELS Looking for ways to correct the EA salary issues
Guidance Manual Committee	Updated Guidance Manual with clarification on the following topics: <ul style="list-style-type: none">• Record Drawings• Definition for Responsible Charge Experience• Definition for Health, Safety, and Welfare Working on editing the AELS Bylaws
Planning & Implementation Committee	Developed the AELS Strategy Plan for 3/1/2024-2/28/2025 (See Appendix ##)

In addition to the standing committees, the AELS Board had the three working groups/subcommittees to address the following issues:

ADEC Working Group	Working to bring agreement between AELS's and ADEC's regulations
SE Working Group	Working with DOT to see if 12AAC 36.990 (44)(F) is required to be a significant structure requiring a SE to design
Land Surveyor Subcommittee	Working on a definition for recorded plat to include in regulation

The AELS Board engaged with the public through four outreach events. In August, it met with the Society for Marketing Professional Services to offer guidance to the group about design profession's scope of practice and how that relates to requests for proposals. Due to the continuing education regulations going into effect in October, the November board meeting's outreach was to the state's professional local chapters and associations to inform them of the regulation changes. In an effort to keep current on applicants' needs, the Board met with the Cold Regions Design Course professors to have a discussion about the core competencies of the course as well as the delivery method. The May board meeting outreach was a question and answer time with the State, municipal, and borough officials, regulators, and plan reviewers. Individual board members engaged in outreach as seen in the Outreach Reports – Appendix (##) as well as attending and engaging in the national organizations. At least one representative from the AELS Board attended the annual meetings and regional conferences for each profession the board regulates. These conferences makes the Board aware of the national trends that are affecting each profession.

A delegate from the AELS Board attended all hearings on HB159/SB73 and sent letters to committees that were hearing the bills to keep the legislators aware of the concerns AELS has with the bills that add the regulation of registered interior designers to the AELS Board.

Regulation projects that are currently underway are addressing the term "responsible charge" and "responsible charge experience," considering adding the discipline of architectural engineering, clarifying actions that could lead to investigation, as well as clarifying document retention, and a regulation change for the updated AELS bylaws

**Program Name
FY 2024 Annual Report**

Needs

Due to having an 11 person board, board meetings are much more efficient when the board can meet in person. The board submitted a Travel Resolution during FY24 to the Division, Commissioner and the Governor requesting that the division allow the board to meet in different parts of the state in order to better connect with all its registrants state-wide. The request of the board is to meet for its quarterly meetings in Juneau for February, Anchorage for May and November, and Fairbanks for August.

To keep current on the national trends for the professions regulated by the AELS Board, it is imperative that board members and staff travel to and attend the following national organizations' conferences:

NCEES	Annual Business Meeting Western Zones	August 14-17, 2024 April/May 2025	Chicago, IL	Up to 3 board members and Executive Administrator
NCARB	Annual Business Meeting Regional Summit Chair/Executive Summit	June 2025 March 2025 October 2024		Up to 2 board members and Executive Administrator
CLARB	Annual Business Meeting	Sept. 19-21, 2024	Buffalo, NY	1 board member and Executive Administrator

In addition to the conferences, some board members are on committees for the national organizations and will need to travel for their service on the committees. The AELS Board also requests travel dollars in the event the investigator needs to travel for site visits and for a board member to travel for proctoring the AKLS.

The AELS Board sunsets in FY25 so it will be seeking a sponsor for its sunset bill at the conclusion of the legislative audit that is currently underway.

15. 3:00 pm – Break
16. 3:15 pm – New Business (no documents included)
 - A. Digital Signature implementation review
17. 3:25 pm - Licensing Examiner's Report – Johnson (document included – see below)
 - A. Update on staff approval process – Neal (document included – see below)

The Alaska Board of Registrations for Architects, Engineers, and Land Surveyors
 Examiner's Report for May 8th & 9th, 2024

[39] Applications received for the [May 8th & 9th, 2024] Board Review: ([7] comity applications and [32] exam applications)

LICENSE TYPE	COMITY	EXAM	TOTAL
Agriculture Engineer	0	0	0
Architect	0	1	1
Chemical Engineer	0	0	0
Civil Engineer	6	16	22
Control Systems Engineer	0	0	0
Electrical Engineer	0	4	4
Environmental Engineer	0	0	0
Fire Protection Engineer	0	0	0
Industrial Engineer	0	0	0
Land Surveyor	0	1	1
Landscape Architect	0	0	0
Mechanical Engineer	1	8	9
Metallurgical & Materials Engineer	0	0	0
Mining & Mineral Processing Engineer	0	0	0
Naval Architect & Marine Engineer	0	0	0
Petroleum Engineer	0	0	0
Structural Engineer	0	2	2

January 2024: Submissions of NCEES/NCARB/CLARB Transmittals by Comity Applicants

NCEES	NCARB	CLARB	Conditionally Approved	Reviewed by Board-No Record/Different WEV
7	2	0	3	5 – 3 CA

February 2024: Submissions of NCEES/NCARB/CLARB Transmittals by Comity Applicants

NCEES	NCARB	CLARB	Conditionally Approved	Reviewed by Board-No Record/Different WEV
7	3	0	3	6 – 0 CA

March 2024: Submissions of NCEES/NCARB/CLARB Transmittals by Comity Applicants

NCEES	NCARB	CLARB	Conditionally Approved	Reviewed by Board-No Record/Different WEV
7	4	0	1	12 – 5 CA

Exam Results: Quarterly results for January 24th, 2024 – April 25th, 2024

EXAM	PASS	FAIL	NO SHOW	EXAM	PASS	FAIL	NO SHOW	EXAM	PASS	FAIL	NO SHOW
FE	41	21	0	PE	25	8	0	AKLS	0	0	0
FS	2	1	0	PS	2	1	0	SE	1	0	0

Quarterly Breakdown of Application Board Reviews and Licenses Issued Guide (page 2-3):

Denied/Incomplete + Condition Approved + Board Approved = Board Reviewed Total

Board Approved + Licensed after competing CA + Licensed after Exam = Total Licensed Issued

In State Reviewed + Out of State Reviewed = Board Reviewed Total

The Alaska Board of Registrations for Architects, Engineers, and Land Surveyors
Examiner's Report for May 8th & 9th, 2024

FY24 Quarterly Breakdown of Application Board Reviews and Licenses Issued:

1st Quarter Dates: July 1st-September 30th, 2023

License Type	Board Reviewed Total	Denied/Incomplete	Condition Approved	Board Approved	Staff CA	Staff Approved	Licensed after completing CA-Arctic, JQ, or WEV	Licensed after Exam	Total License Issued	In State reviewed	Out of State reviewed
Agriculture Engineer	0	0	0	0	0	0	0	0	0	0	0
Architect	12	0	6	1	1	4	0	0	0	3	9
Chemical Engineer	2	0	1	1	0	0	0	0	0	0	2
Civil Engineer	33	1	22	4	1	5	3-JQ/1-Arctic	1	14	19	14
Control Systems Engineer	1	0	1	0	0	0	0	0	0	0	1
Electrical Engineer	7	0	4	3	0	2	0	0	0	3	6
Environmental Engineer	0	0	0	0	0	0	0	0	0	0	0
Fire Protection Engineer	1	0	0	1	0	0	0	0	0	0	1
Industrial Engineer	0	0	0	0	0	0	0	0	0	0	0
Land Surveyor	4	0	4	0	0	0	0	0	0	2	2
Landscape Architect	0	0	0	0	0	0	0	0	0	0	0
Mechanical Engineer	9	0	7	2	0	2	0	0	1	5	6
Metallurgical & Materials Engineer	0	0	0	0	0	0	0	0	0	0	0
Mining & Mineral Processing Engineer	0	0	0	0	0	0	0	0	0	0	0
Naval Architect & Marine Engineer	1	0	0	1	0	0	0	0	0	0	1
Nuclear Engineer	0	0	0	0	0	0	0	0	0	0	0
Petroleum Engineer	3	0	3	0	0	0	0	0	0	3	0
Structural Engineer	13	0	5	7	0	1	0	0	0	3	10

2nd Quarter Dates: October 1st – December 31st, 2023

License Type	Board Reviewed Total	Denied/Incomplete	Condition Approved	Board Approved	Staff CA	Staff Approved	Licensed after completing CA-Arctic, JQ, or WEV	Licensed after Exam	Total License Issued	In State reviewed	Out of State reviewed
Agriculture Engineer	0	0	0	0	0	0	0	0	0	0	0
Architect	12	0	4	1	1	6	0	0	8	4	8
Chemical Engineer	1	0	0	1	0	0	0	0	1	0	1
Civil Engineer	18	0	2	11	3	2	1-Arctic, 2-JQ	1	18	2	16
Control Systems Engineer	0	0	0	0	0	0	0	0	0	0	0
Electrical Engineer	9	0	3	6	0	0	0	0	6	1	8
Environmental Engineer	4	0	0	1	1	2	2-Arctic	0	5	0	4
Fire Protection Engineer	1	0	0	0	0	1	0	0	1	0	1
Industrial Engineer	0	0	0	0	0	0	0	0	0	0	0
Land Surveyor	0	0	0	0	0	0	0	0	0	0	0
Landscape Architect	2	0	1	1	0	0	0	1	2	0	2
Mechanical Engineer	5	0	1	2	1	1	0	0	3	0	5
Metallurgical & Materials Engineer	0	0	0	0	0	0	0	0	0	0	0
Mining & Mineral Processing Engineer	0	0	0	0	0	0	0	0	0	0	0
Naval Architect & Marine Engineer	0	0	0	0	0	0	0	0	0	0	0
Nuclear Engineer	0	0	0	0	0	0	0	0	0	0	0
Petroleum Engineer	0	0	0	0	0	0	0	0	0	0	0
Structural Engineer	6	0	0	6	0	0	0	0	6	0	6

The Alaska Board of Registrations for Architects, Engineers, and Land Surveyors
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3rd Quarter Dates: January 1st – March 31st, 2024

License Type	Board Reviewed Total	Denied/ Incomplete	Condition Approved	Board Approved	Staff Approved	Licensed after completing CA- Arctic, JQ, or WEV	Licensed after Exam	Total License Issued	In State reviewed	Out of State reviewed
Agriculture Engineer	0	0	0	0	0	0	0	0	0	0
Architect	2	0	0	2	9	1-CRC	0	12	0	2
Chemical Engineer	0	0	0	0	0	1-CRC	0	1	0	0
Civil Engineer	12	0	8	4	14	4-CRC, 3-JQ, & 1-WEV	9	35	1	11
Control Systems Engineer	0	0	0	0	0	0	0	0	0	0
Electrical Engineer	1	0	0	1	4	3-CRC	2	10	0	1
Environmental Engineer	0	0	0	0	0	0	1	1	0	0
Fire Protection Engineer	1	0	0	1	0	0	0	1	0	1
Industrial Engineer	0	0	0	0	0	0	0	0	0	0
Land Surveyor	1	0	1	0	0	0	0	0	0	1
Landscape Architect	0	0	0	0	0	0	0	0	0	0
Mechanical Engineer	2	0	2	0	2	1-CRC & 2-JQ	3	8	0	2
Metallurgical & Materials Engineer	0	0	0	0	0	0	0	0	0	0
Mining & Mineral Processing Engineer	0	0	0	0	0	0	0	0	0	0
Naval Architect & Marine Engineer	0	0	0	0	0	1-CRC	0	1	0	0
Nuclear Engineer	0	0	0	0	0	0	0	0	0	0
Petroleum Engineer	0	0	0	0	0	0	0	0	0	0
Structural Engineer	4	0	2	2	1	1-CRC	0	4	0	4

4th Quarter Dates: April 1st – June 30th, 2023

License Type	Board Reviewed Total	Denied/ Incomplete	Condition Approved	Board Approved	Staff Approved	Licensed after completing CA- Arctic, JQ, or WEV	Licensed after Exam	Total License Issued	In State reviewed	Out of State reviewed
Agriculture Engineer	0	0	0	0	0	0	0	0	0	0
Architect	8	1	2	5	1	1-Arctic/1-JQ	0	8	0	8
Chemical Engineer	0	0	0	0	0	0	1	1	1	0
Civil Engineer	42	0	23	19	2	10-Arctic/JQ-4/1-VO FE/1-LOR	18	55	14	28
Control Systems Engineer	1	0	0	1	0	0	0	1	1	0
Electrical Engineer	17	0	8	9	0	4-Arctic/1-JQ	1	15	2	15
Environmental Engineer	3	0	0	3	0	0	0	3	1	2
Fire Protection Engineer	0	0	0	0	0	0	0	0	0	0
Industrial Engineer	0	0	0	0	0	0	0	0	0	0
Land Surveyor	1	0	1	0	0	0	7	7	0	1
Landscape Architect	1	0	1	0	0	1-JQ	0	1	0	1
Mechanical Engineer	22	0	15	7	1	5-Arctic/2-JQ/1-Ref info	1	17	8	14
Metallurgical & Materials Engineer	0	0	0	0	0	0	0	0	0	0
Mining & Mineral Processing Engineer	0	0	0	0	0	0	0	0	0	0
Naval Architect & Marine Engineer	0	0	0	0	0	0	0	0	0	0
Nuclear Engineer	0	0	0	0	0	0	0	0	0	0
Petroleum Engineer	0	0	0	0	0	0	0	0	0	0
Structural Engineer	15	1	6	8	2	5-Arctic/1-JQ	1	17	1	14

The Alaska Board of Registrations for Architects, Engineers, and Land Surveyors
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FY22 thru FY24 Professional License Statistics- (this information uses dates beginning July 1st, 2023 – April 25th, 2024 for each fiscal year)

Licenses Issued to date ending: April 25th, 2024

Individual Licenses:

License Type	FY24 total License Count	FY23 Total License Count	FY22 Total License Count
Agriculture Engineer	0	0	0
Architect	24	31	25
Chemical Engineer	5	3	4
Civil Engineer	99	147	107
Control Systems Engineer	1	3	1
Electrical Engineer	26	45	22
Environmental Engineer	6	7	3
Fire Protection Engineer	3	2	6
Industrial Engineer	0	0	0
Land Surveyor	5	8	10
Landscape Architect	3	4	4
Mechanical Engineer	28	45	27
Metallurgical & Materials Engineer	0	0	0
Mining & Mineral Processing Engineer	0	1	0
Naval Architect & Marine Engineer	2	2	3
Nuclear Engineer	0	0	0
Petroleum Engineer	1	2	2
Structural Engineer	20	32	15

License Type	Active
Agriculture Engineer	1
Architect	568
Chemical Engineer	99
Civil Engineer	2858
Control Systems Engineer	46
Electrical Engineer	689
Environmental Engineer	140
Fire Protection Engineer	58
Industrial Engineer	1
Land Surveyor	356
Landscape Architect	56
Mechanical Engineer	762
Metallurgical & Materials Engineer	4
Mining & Mineral Processing Engineer	35
Naval Architect & Marine Engineer	21
Nuclear Engineer	0
Petroleum Engineer	83
Structural Engineer	406

Firm Licenses:

License Type	FY24 Total Licensed	FY23 Total Licensed	FY22 Total Licensed
Authorized Corporation	20	20	19
Authorized Limited Liability Corporation	17	26	25
Authorized Limited Liability Partnership	0	1	0

Licenses Issued to date ending: April 25th, 2024:

License Type	Active
Authorized Corporations	439
Authorized Limited Liability Corporation	275
Authorized Limited Liability Partnership	4

Renewals and retired as of April 25th, 2024:

Renewals/Retired	Firm	Firm Total	Individual	Individual Total
Renewals Received before 12/31/2023	641	791	5801	6697
Renewals Received on/after 01/01/2024	22	N/A	318	N/A
Retired Registrations	N/A	N/A	113	N/A

Staff Approval Policy Process

Applicants that met the requirements of the Staff Approval Policy were reviewed by staff. In September there were 4 applicants 2 of which were approved and the other 2 were conditionally approved. In October 11 applicants 7 of which were approved and the other 4 were conditionally approved. This resulted in a total of 15 applicants reviewed and with 9 being licensed by staff. Applications had to be received by the 10th of each month. After applications were reviewed by both Kelly and Sara, applications were uploaded into Onboard and the board was emailed by the 16th of each month with the list of applicants. The board was given from the 16th to the end of the month to review the applications and licenses were issued the last day of the month.

One applicant in October met all the staff-approval requirements except for his verifier was not in the same discipline as the applicant. We opted to have the board review this applicant and look to the board to provide further guidance on this situation.

In sharing this new policy with Deputy Director Glenn Saviers, she asked the board to consider decreasing the board review time so the process would take less than a month. Another procedural change the AELS board is asked to consider, is to review applications through the mail ballot system and not make applicants wait until the board meetings. All other boards currently review applicants using mail ballots in Onboard which cuts down the time from applying to licensure.

This new option for applicants is not being advertised by staff yet. If the board desires, a notification can be published on the Application page of the AELS website.

18. 3:40pm - Application Review Questions (If any reviews are needed
all information will be in Onboard/Resources)

19. 4:30 pm – Recess

Day 2 – May 9th, 2024

20. 9:00 am – CE Audit Training (document included – see below)

21. 9:30 am – CE Reviews (no document included)

22. 10:15 am - Break

23. 10:30 am – Executive Session – Investigative Process for AELS (no document included)

AELS CONTINUING EDUCATION AUDITS

STATUTE: 08.48.101

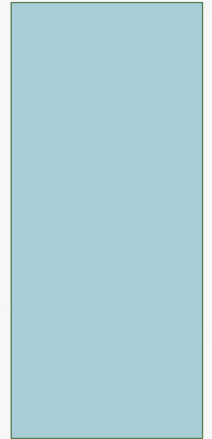
REGULATION: 5.12 AAC 36.500

Board Training for 2024 Audits

STATUTE: 08.48.101

(a) The board may adopt regulations to carry out the purpose of this chapter, including regulations...

(6) establishing continuing education requirements for persons regulated by this chapter that must be completed before a certificate may be renewed; the continuing education requirements may not exceed standards established by a national accrediting body or other recognized professional organization.



CONTINUING EDUCATION AUDITS

- Centralized Regulations (12 AAC 02.960) with guidance from DCCED (Department) Procedure DOL 21
- Random Selection of 5% of active registrants.
- Audits can be done by Board, by Exec Admin, or by Director per Procedure DOL 21.

REGULATION ARTICLE 5.

.500. PURPOSE OF CONTINUING ED

- ...to maintain a continuing level of competency and standards for professional architects, engineers, land surveyors, and landscape architects, in order to ***promote the public health, safety, and welfare within the state.***

.510. REQUIREMENTS

- (a)...must meet the CE requirements...as a condition of renewal, reinstatement, or reactivation of the professional a/e/l/s/la registration.
- (b) ...shall submit, on a form provided by the department, a certification that the professional a/e/l/s/la has met the CE requirements...
- (c) (d) To renew (or reinstate)... must obtain **24 professional development hours during the 24 months immediately preceding that registration period.**

.510. CARRY-OVER

- (e) ...may apply up to 12 of the excess hours to the ce requirement for the subsequent biennial period.
REPEALED 10/15/2023 – Accepting carry-forward from 2020-2021 for this audit.
- (f) ...holding multiple registrations.. is required to earn the total number of professional development hours of ce as those required for a single registration holder.

.510. (g) CE COURSES... MUST MEET THE FOLLOWING CRITERIA:

- Continuing education courses or activities are not pre-approved by the board but must be in technical and professional subjects related to the scope of practice of the registrant.

.520. COMPUTATION OF CONTINUING EDUCATION CREDIT

Activity	
One unit of college semester credit	45 PDHs
One unit of college quarter credit	30 PDHs
Seminars, in-house workshops, & other professional presentations	1 PDH : 1 hour of attendance
Teaching of seminars, in-house workshops, & other professional presentations	2 PDHs : 1 hour of teaching
Publishing or peer review of papers, articles, or books	1 PDH : 1 hour of preparation or peer review
Participation in each professional and technical organization – <i>up to 8 PDHs annually</i>	1 PDH : 2 hours of service/ participation
Patent – <i>up to 10 PDHs may be credited</i>	
Ethics, business-related activity – <i>up to 8 PDHs biannually</i>	
Outreach Activity (k-12)	1 PDH : 1 hour of outreach activity
Structured Self-study – <i>up to 4 hours annually</i>	
Only 12 PDHs may be claimed on a single calendar day. Fractions of hours are rounded down to the nearest half hour.	

CE Record Keeping per 12 AAC 36.540(a)

Registrants must maintain CE records that include:

1. a log showing the course or activity claimed, the sponsoring organization, the duration of the course or activity, the activity title and description of content; and
2. a board-approved continuing education structured report for publishing, teaching, presenting, active participation in professional and technical societies, in-house programs, patents, outreach activities, and structured self-study.

CONTINUING EDUCATION AUDITS

STEP 1: NOTIFICATION TO REGISTRANTS (2024 DATES FOR EXAMPLE)

MARCH 12 th	Staff sends audit letters via mail to selected registrants – given 30 days to respond with documentation OR may request up to 30 - day extension to gather materials – NO extension to take CEs – extended to May 1 to be in line with email notification deadline.
APRIL 1 st	Email audit notifications sent to all registrants who have opted in (email), given 30 days to respond with documentation – DEADLINE to respond - May 1
MAY 15 th	2 nd notification sent via email and mail to those that did not reply to first letter – given 15 days to respond with documentation OR may request up to 30 - day extension to gather materials – NO extension to take CEs – DEADLINE to respond – May 30
JUNE 17 th	No response 2 nd notice registrants are turned over to Paralegal.

CONTINUING EDUCATION AUDITS

STEP 2: BOARD REVIEW OF AUDITED REGISTRANTS

MAY 9th

Board reviews audited registrants that documented their Professional Development Hours (PDHs). Review determines:

1. Have the number of PD hours been completed?
2. Is the PD course/event acceptable per AELS regulations?
3. Have PDH limits been adhered to?

ACCEPTABLE: Staff has 30 days to notify registrant of Board's acceptance.

INCOMPLETE: Courses topics meets regulation; however, short in hours or did not provide carry-forward documentation. Staff contacts registrant within 30 days. Registrant has 15 days to submit corrections or missing documentation. If nothing is received, case is referred to Paralegal by June 24. If more info is received, the case needs another review. If then Acceptable, staff has 30 days to notify registrant of Board's acceptance. If still Incomplete on second review, case is referred to Paralegal.

NOT ACCEPTABLE: Documentation provided clearly does not meet regulation. Refer to paralegal. **For Not Acceptable audits, review must cite regulation and state reason for marking the documentation as Not Acceptable.**

CONTINUING EDUCATION AUDITS

MISCELLANEOUS

MAY 30 th	Staff has sent all review decisions that have been made to registrants. Not Acceptable cases have been referred to Paralegal.
JUNE 16 th	Documentation Deadline for registrants who were reviewed but found incomplete.
	NOTE: Dates are established by maximum allowable notice and extensions. These are a guide and may vary.

STEP 3: PARALEGAL INVESTIGATES, WORKS WITH REGISTRANT, BRINGS PROPOSED REMEDY TO BOARD AS NEEDED.

CE AUDIT FORM (aka 'LOG') FOR REGISTRANTS' REPORTING

Date of Activity	Activity Title <small>(Some activities require the submission of a Continuing Education Structured Report. See activity list in the paragraph above.)</small>	CE Structured Report (If Applicable)	Sponsoring Organization	Description	Unit of Credit or Professional Development Hours (PDHs) Earned
		<input type="checkbox"/> Yes <input type="checkbox"/> N/A			
		<input type="checkbox"/> Yes <input type="checkbox"/> N/A			
		<input type="checkbox"/> Yes <input type="checkbox"/> N/A			
		<input type="checkbox"/> Yes <input type="checkbox"/> N/A			
		<input type="checkbox"/> Yes <input type="checkbox"/> N/A			
		<input type="checkbox"/> Yes <input type="checkbox"/> N/A			
		<input type="checkbox"/> Yes <input type="checkbox"/> N/A			
		<input type="checkbox"/> Yes <input type="checkbox"/> N/A			
		<input type="checkbox"/> Yes <input type="checkbox"/> N/A			
		<input type="checkbox"/> Yes <input type="checkbox"/> N/A			
Total PDHs Earned:					

Copy this form or attach additional pages as necessary.

CE STRUCTURED REPORT FOR REGISTRANTS' REPORTING

Continuing Education Structured Report

Licensees must complete continuing education (CE). Proof of obtaining the required CE is required for each activity. For CE activities that do not have a method to show how the participant obtained the CE (e.g. a certificate of completion or a transcript), a Board-approved CE Structured Report may be completed by a licensee to show they obtained the CE for (e.g. publishing, teaching, presenting, active participation in professional and technical societies, in-house programs, patents, outreach activities, and structured self-study) The CE Structured Report must be maintained by the licensee as required by AAC 36.500.*

Full Legal Name:		License Number:	
Select One:	<input type="checkbox"/> Teaching/Presenting <input type="checkbox"/> Publishing <input type="checkbox"/> Structured Self-Study <input type="checkbox"/> Society Participation <input type="checkbox"/> Patents <input type="checkbox"/> Outreach Activities <input type="checkbox"/> In-House Programs		
Location:		Date:	
Activity Title:		Hours:	

*Additional documentation may be requested if selected for audit.

1. Description of content:

2. How did this increase or update knowledge of technical and professional subjects related to the scope of practice of the licensee?

3. Sponsor/Publisher/Provider name and contact information, as applicable:

Signature

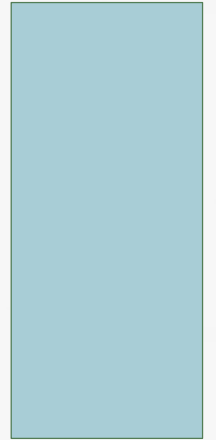
I attest that the above is a true and accurate accounting of the continuing education activity I have completed.			
Licensee Signature:		Date Signed:	

- Continuing education courses or activities are not pre-approved by the board, but must be in technical and professional subjects related to the scope of practice of the registrant.

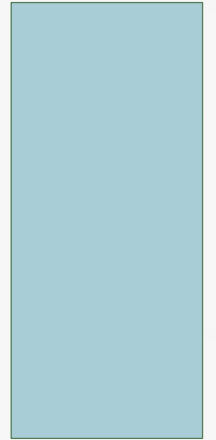
CE AUDIT SAMPLE REVIEW FORM

License #	Licensee Name	Discipline	Reviewing Board Members	Decision (Complete, Incomplete, Refer to Paralegal)	Comments
106843	Rixie	EE	ETJ	Refer to paralegal	CEU are not in discipline or are in areas that do not count such as course instruction.
123916	Garcia	EE	ETJ	Complete	
13980	Czerwonka	EE	ETJ	Complete	exempt for military service
10175	Shaw	EE	ETJ	Refer to paralegal	Courses are out of discipline, carry over not documented.
11381	Fulton	EE	ETJ	Complete	
8286	Faschan	EE	ETJ	Complete	
8437	Patterson	EE	ETJ	Complete	Complete but just barely for credits. Would not count any rollover for next time.
8680	Walter	EE	ETJ	Complete	Only 4 credits of roll over should be awarded.
115610	Kessler	Mech	ETJ	Complete	
119380	Hewitt	Mech	ETJ	Incomplete.	Provide information on how courses are applicable to Mechanical engineering, how topics are LSW.
10176	Reed	Mech	ETJ	Complete	
10449	Smith	Mech	ETJ	Incomplete.	Provide information on how courses are applicable to Mechanical engineering, how topics are LSW.
10543	Lowe	Mech	ETJ	Complete	
11525	Christianson	Mech	ETJ	Complete	
11753	Selman	Mech	ETJ	Incomplete.	Provide information on how courses are applicable to Mechanical engineering, how topics are LSW.
12124	Drouhard	Mech	ETJ	Complete	
12618	Albers	Mech	ETJ	Complete	
7369	Johnson	Mech	ETJ	Incomplete.	Provide information on Solar PV course and it's applicability to the practice of Mechanical engineer.
7575	Rooney	Mech	ETJ	Complete	Otherwise deficient in courses as out of remaining PDH only 12 appear to count.
8975	Frischkorn	Mech	ETJ	Refer to paralegal	All 29 hours were earned on the same day. Only 6 hours appear to be countable.
9011	Orbison	Mech	ETJ	Complete	
9590	Lammers	Mech	ETJ	Refer to paralegal	Topics are not LSW, not discipline related either. Examples include defensive driving, workplace violence, negotiation. I see 1.25 hours of applicable courses.
9882	Ostberg	Mech	ETJ	Refer to paralegal	Only 3 credits appear to meet definitions.

QUESTIONS?



LET'S BEGIN!



24. 11:30 am – Committee Reports

A. Investigative Advisory Committee – Leonetti (document included – see below)

1. Investigative Report – Kase (document included - see below)
2. Barrier crimes / Unprofessional Conduct
3. Code of Ethics

People in attendance

Brent
Billy
Jake
Elizabeth
Patrick
Ed
Sara

Agenda

- Figure out what is on the books for "code of ethics" in our statutes/regs-08.48.111 and 121. Send to board.
 - We don't have a code of ethics – in 2019, the summary of US Code of Ethics summary. Project died. But at the time was to review the code of ethics and then to publish a code of ethics for Alaska on the AK website.
 - We would recommend the board write our own code of ethics based on the summary of
 - Billy referenced the Medical Board code of ethics. Screen shot:

Authority: AS 08.64.100 AS 08.64.101

12 AAC 40.955. ETHICAL STANDARDS. (a) The 2016 edition of the *Code of Medical Ethics*, of the American Medical Association are adopted by reference as the ethical standards for physicians and applies to all physicians subject to this chapter.

(b) The 2016 edition of the *Code of Ethics of the American Osteopathic Association* is adopted by reference as the ethical standards for osteopaths and applies to all osteopaths subject to this chapter.

(c) The 2017 edition of the *Code of Ethics of the American Podiatric Medical Association* is adopted by reference as the ethical standards for podiatrists and applies to all podiatrists subject to this chapter.

(d) The 2013 edition of the *Guidelines for Ethical Conduct for the Physician Assistant Profession of the American Academy of Physician Assistants* is adopted by reference as the ethical standards for physician assistants and applies to all physician assistants subject to this chapter

(e) Repealed 5/5/2023.

Authority: AS 08.01.070 AS 08.64.107 AS 08.64.326
AS 08.64.100

Editor's note: Copies of the *Code of Medical Ethics of the American Medical Association*, *Code of Ethics of the American Osteopathic Association*, *American Podiatric Medical Association Code of Ethics*, and *Guidelines for Ethical Conduct for the Physician Assistant Profession of the American Academy of Physician Assistants* described in 12 AAC 40.955, are available for inspection at and may be obtained at the Department of Commerce, Community, and Economic Development, Division of Corporations, Business and Professional Licensing, P.O. Box 110806, Juneau, AK 99811-0806.

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provision of professional services;

(17) conviction of a felony or a crime involving moral turpitude; under this paragraph, a "crime involving moral turpitude" includes the following:

(A) homicide;

(B) manslaughter;

(C) assault;

(D) stalking;

(E) kidnapping;

(F) sexual assault;

(G) sexual abuse of a minor;

(H) unlawful exploitation of a minor, including possession or distribution of child pornography;

(I) indecent exposure;

(J) unlawful distribution or possession for distribution of a controlled substance; for purposes of this subparagraph, "controlled substance" has the meaning given in AS 11.71.900;

(18) using alcohol or other drugs

(A) to the extent that the use interferes with professional practice functions of the licensee or endangers the safety of patients; or

(B) that is illegal under state or federal law;

(19) failing

(A) to comply with AS 08.64.336; or

(B) to report to the board or the board's representatives facts known to the licensee regarding incompetent

○

○

○ Strategy could be to adopt the APLS, CLARB, NCARB, NCEES

- Would be a good idea to set up guidelines in the disciplinary matrix that references back to the various societies.
- This might make the violation jurisdictional – via the disciplinary matrix.
- Add discretion for the board...because there is a broad

○ PATH FORWARD:

- create regulation siting code of ethics and reference 48.111.(3)
- Review 210 to see if it includes code of ethics
- Don't think that if there isn't a code of ethics...you don't necessarily need one.

- Start regulation project to modify 36.320 to respond to application "Yes" answer – See attached file
 - Committee is split,
- Barrier to entry crimes – See attached file
- Non-disciplinary letter of advisement

1. PFQ – the question can be changed w/o jail time as the division worries that will lead to more confusion and we want to make it a simple question for people to understand and answer.
2. Steps for adding the ability to take action on a "yes" answer:
 - a. Right now, the board does not have any authority to deny or discipline or condition a license even if there is a conviction. To be able to legally consider convictions related to licensure, a regulation change is needed: Add language used in 12 AAC 36.112(b)(6) that an applicant may not have been convicted of a crime that affects the applicant's ability to practice architecture, engineering, land surveying, or landscape architecture competently and safely, as determined by the board to 12 AAC 36.010 as (c)(4).
 - i. Once that list is in place, when an applicant answers "yes" to a professional fitness question about convictions, the Investigative team will bring that to a reviewing board member for review and the board will have the authority to decide whether to issue, deny, limit, or condition the license based on that information. The board will not have that authority without the regulation change.

- b. Once the regulation is in the works or in effect (depending on the board's preference), if there are certain crimes the board does **not** care about, they can adopt a list on record of crimes that the EA can sign off on without board input (this might include a single DUI, misdemeanor convictions that are more than 5 or 7 or 10 years old, convictions that did not result in any jail time, whatever the board wants).
 - i. This list can be adjusted on record periodically as the board desires.
- 3. If the board wants to be able to require national background checks:
 - a. The board will need to seek a statute change to require fingerprint cards to obtain state and FBI background checks on applicants; and to identify what type of crimes the board is looking for with these background checks that would impact a person's ability to practice in the profession competently.
 - i. Even if the specific types of crimes are not put in statute, the board will need to determine this to defend their reasoning for needing the background checks since that comes at a cost and additional workload for the State.
 - ii. Statute change would be:
 - 1. Amend AS 08.48.171 to add a requirement to submit a fingerprint to the department for a state and FBI background check.
 - 2. Amend AS 12.62.400(a) by adding a new subsection for "licensure from the Board of Registration for Architects, Engineers, and Land Surveyors under AS 08.48" to allow the Department of Public Safety to obtain a national criminal history record check for AELS licensees.
 - b. (If the board opted only to make this requirement in regulation, they would either have to require fingerprint card-based background checks that would only be Alaska state background checks, which is a disadvantage to Alaskans since it would only penalize someone who committed a crime here, and not crimes committed outside the state); or it would have to be name-based background checks the applicant gets from the state(s) the board determines and then the applicant would have to submit it themselves, as background check agencies will not send our agency the background report directly, at least not in Alaska.)



MEMORANDUM

DATE: April 24, 2024
TO: Architects, Engineers, and Land Surveyors
THRU: Erika Prieksat, Chief Investigator *EP*
FROM: Patrick Kase, Investigator
RE: Investigative Report for the May 08, 2024 Meeting

The following information was compiled as an investigative report to the Board for the period of January 30, 2024 thru April 24, 2024; 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 - 9

<u>Case Number</u>	<u>Violation Type</u>	<u>Case Status</u>	<u>Status Date</u>
ENGINEER			
2024-000289	License Application Review/Referral	Intake	03/28/2024
2024-000254	License Application Review/Referral	Complaint	03/20/2024
2020-000410	Unprofessional conduct	Investigation	02/09/2024
2020-000411	Unprofessional conduct	Investigation	02/09/2024
2020-000840	Negligence	Investigation	05/10/2023
LAND SURVEYOR			
2021-000675	Negligence	Complaint	10/06/2021
2023-000082	Unlicensed practice or activity	Complaint	06/28/2023
2021-000667	Unethical conduct	Investigation	12/08/2023

MECHANICAL ENGINEER

2024-000201 Unlicensed practice or activity Intake 03/01/2024

Closed - 6

<u>Case #</u>	<u>Violation Type</u>	<u>Case Status</u>	<u>Closed</u>	<u>Closure</u>
ENGINEER				
2024-000026	License Application Problem	Closed-Intake	04/01/2024	No Action - Minor Offense
2024-000085	License Application Problem	Closed-Intake	03/01/2024	No Action - Lack of Jurisdiction
2024-000086	License Application Problem	Closed-Investigation	04/01/2024	Advisement Letter

LAND SURVEYOR

2024-000084	License Application Problem	Closed-Intake	03/05/2024	No Action - Unfounded
2023-000295	Incompetence	Closed-Complaint	04/17/2024	No Action - No Violation
2023-000817	Unethical conduct	Closed-Complaint	04/17/2024	No Action - No Violation

END OF REPORT

25. 12:00 pm – Lunch

24. 1:00 pm - Committee Reports Continued

B. Legislative Liaison Committee – Garness – (no documents included)

1. SB 73 / HB159 update - Fritz

2. EA Salary Issue

C. Outreach Committee – Maxwell

1. 3/1/2024 – 2/28/2025 Outreach Plan (document included – see below)

2. Wall Certificates

3. August 2024 outreach event

**The Alaska State Board of Registration for Architects, Engineers, and Land Surveyors (AELS),
Outreach Committee – Annual Report**

April 22, 2024

The AELS outreach committee plays a vital role in facilitating meaningful engagement between the board and its stakeholders, encompassing licensed professionals, aspiring licensees, employers, and the general public. Its core mission is to advance the board's values and objectives by amplifying awareness of its policies, procedures, and commitment to fairness and transparency.

Throughout the preceding year, the AELS board successfully convened with various factions within the design profession. These interactions allowed for constructive discussions on concerns voiced by both groups and individuals, thereby enabling the board to introspect and identify areas for improvement. Looking ahead to 2024, the AELS Board intends to sustain this positive momentum by integrating an outreach event into each meeting.

The pivotal role of the AELS outreach committee cannot be overstated in ensuring robust stakeholder engagement and upholding the board's principles. Through heightened communication channels, educational initiatives for aspiring licensees, collaborative ventures with employers, transparent practices, and the advocacy of professionalism, the committee serves as a driving force in enabling the board to fulfill its objectives while safeguarding its reputation as an equitable and transparent regulatory entity.

AELS Board meeting schedule and outreach events planned for 2024;

May	Meet with Building Officials and Plan Reviewers representing diverse Municipalities and Boroughs across Alaska to explore areas where the AELS Board can offer assistance in addressing their concerns.
August	University of Alaska – Panel discussion of how to get post high-school students into design fields.
November	Public information session on Continuing Education requirements.
February	

D. Guidance Manual Committee - Rozier

1. Bylaws (document included – see below)
2. Digital signature – Regulation effective 4/18/2024 – Johnston (document included – see below)

E. Education Committee (no documents included)

1. On demand Cold Regions Design course – core competencies

Architects, Engineers, Land Surveyors, and Landscape Architects

Bylaws

May 2014



DEPARTMENT OF COMMERCE, COMMUNITY,
AND ECONOMIC DEVELOPMENT

*DIVISION OF CORPORATIONS, BUSINESS
AND PROFESSIONAL LICENSING*

BYLAWS
(Reference AS 08.48.101(a)(4))
STATE OF ALASKA
BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS,
LAND SURVEYORS, AND LANDSCAPE ARCHITECTS
May 2014

ARTICLE I – Purpose

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

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.

ARTICLE II – Officers

At the first meeting of each calendar year, the board shall elect or appoint from its members the following officers: chair, vice-chair, and secretary. The vice-chair shall act as chair in the chair's absence. The secretary of the board shall act on behalf of the vice-chair in the vice-chair's absence.

ARTICLE III – Meetings and Procedures

1. Board meetings are held as provided in AS 08.48.051.
2. Special meetings may be held as considered necessary by the board chair.
3. Public testimony at board meetings must conform to the published agenda and time limits on testimony may be established by the board chair.
4. In general, the board shall conduct its meetings under the most recent version of "Roberts Rules of Order for Small Boards." In the exercise of the board chair's discretion, with concurrence by the board, strict adherence to those rules may be relaxed.
5. All permanent board members, including the chair, shall vote on all matters that come before the board unless a conflict of interest causes a member to be recused.

6. If a former board member whose term on the state board has expired is serving on NCEES, NCARB, or CLARB committee, or as an officer of a regional or national board, at the time that the state board's membership expired, the former state board member may continue to serve on the NCEES, NCARB, or CLARB committee, or as an officer of a regional or national board, until the expiration of the former state board member's term on the NCEES, NCARB, or CLARB committee, or as an officer of the regional or national board.
7. The board chair may appoint two board members to an Investigative Advisory Committee. Those board members will meet periodically with the Division investigator assigned to the board to review complaints against licensees and make recommendations to the investigator.
8. These By-laws may be adopted, amended or repealed by a majority of the Board members. This action is authorized only at a properly noticed and conducted meeting of the Board. Proposed text for By-laws actions must be available to Board members and the public at least 21 days in advance of the meeting where a vote will be taken.

ARTICLE IV – Board Historical Information

Board historical information shall be maintained by the executive administrator of the board and published on the website and/or the Guidance Manual as applicable.

ARTICLE V – Conduct of Board Members

All board members shall exercise good professional judgment as representatives of the board during and between meetings.

1. No board member may assert that he or she speaks on behalf of the Board unless specifically authorized to do so by the board.
2. In general, requests made by individual board members of the administration shall be made through, or by authorization of, the board.

ARTICLE VI – Board Committees

The board recognizes two types of committees: standing committees and special committees.

1. Standing committees are appointed for ongoing duration to conduct specific assignments on behalf of the board. The board will provide a standing

committee with instructions regarding its mission and the limits of its authority. Standing committees include

- A. Guidance Manual Committee;
- B. Legislative Liaison Committee;
- C. Planning and Implementation Committee
- D. Outreach Committee
- E. Continuing Education Committee
- F. Emeritus Committee.

2. Special committees, which may also be organized as working groups, subcommittees, or ad hoc committees are appointed to conduct preliminary research, coordination, and the formulation of conclusions and recommendations regarding specific issues facing the board for specific durations. The board chair will appoint a chair of the committee and will provide the committee chair with written instructions in sufficient detail to accomplish the committee's assignment. Special committees shall follow the requirements for public notice established by the Division. – OR – See options for verbiage
3. The board may form additional subunits to conduct preliminary research, coordination, and the formulation of conclusions and recommendations regarding specific issues facing the board for specific durations. The board chair will appoint a chair of the group and will provide the group chair with written instructions in sufficient detail to accomplish the group's assignment. The board will indicate whether members of the public may be invited to participate in the group. Subunits formed by the board shall follow the requirements for public notice established by the Division.
4. The board chair will determine the need for and assignment of members of a committee under the following general guidelines:
 - A. Committee membership, mission, and duties will be determined by the board chair. The committee size depends upon the availability of board members and the complexity of the issue to be addressed.
 - B. Committees may be made up of one or more board members, but fewer than a quorum of the board.
 - C. As a general rule, a board member should not serve as chair of more than one committee at a time.

- D. Most committee work is expected to occur between scheduled board meetings. All board members should endeavor to actively participate in their assigned committees.
- E. At scheduled board meetings each committee will provide a progress report.
- F. The board may
 - (i) accept the committee's conclusions and recommendations as presented;
 - (ii) accept the committee's conclusions and recommendations as altered or supplemented by the board;
 - (iii) reject the committee's conclusions and recommendations and act on the issue as it considers appropriate; or
 - (iv) return the issue to the committee with a request for further work by the committee.

ARTICLE VII – Alaska Statutes Governing Board

Alaska Statutes that govern board membership, conduct, and activities include:

AS 08.01.030	Quorum
AS 08.48	Architects, Engineers and Land Surveyors
AS 08.48.011	Board Created
AS 08.48.051	Organization and Meetings
AS 08.48.055	Executive Administrator of the Board
AS 08.48.281	Prohibited Practice
AS 39.52	Alaska Executive Branch Ethics Act
AS 39.52.960(8)(D) and (E)	Ethics Act Definitions
AS 40.25	Public Record Disclosures
AS 44.62	Administrative Procedure Act

<p>What is being suggested currently by the committee:</p> <p>Special committees, which may also be organized as working groups, subcommittees, or ad hoc committees are appointed to conduct preliminary research, coordination, and the formulation of conclusions and recommendations regarding specific issues facing the board for specific durations. The board chair will appoint a chair of the committee and will provide the committee chair with written instructions in sufficient detail to accomplish the committee’s assignment. Special committees shall follow the requirements for public notice established by the Division.</p>	<p>What Sara Chambers and I worked up:</p> <p>Option 1: (pick term) The board may form additional subunits/subordinate unit/subordinate bodies to conduct preliminary research, coordination, and the formulation of conclusions and recommendations regarding specific issues facing the board for specific durations. The board chair will appoint a chair of the group and will provide the group chair with written instructions in sufficient detail to accomplish the group’s assignment. The board will indicate whether members of the public may be invited to participate in the group. subunits/subordinate unit/subordinate bodies formed by the board shall follow the requirements for public notice established by the Division.</p> <p>Option 2: (pick term) The board may form additional subunits/subordinate unit/subordinate bodies to conduct preliminary research, coordination, and the formulation of conclusions and recommendations regarding specific issues facing the board for specific durations. The chair may form subunits/subordinate unit/subordinate bodies to advise the board on matters of interest. The chair will stipulate the goal and timeframe of the subordinate body upon its creation and may extend invitations to members of the public by indicating this intent on the record. The board will indicate whether members of the public may be invited to participate in the group. subunits/subordinate unit/subordinate bodies formed by the board shall follow the requirements for public notice established by the Division</p>
<p>Why this paragraph</p> <ol style="list-style-type: none"> 1. a working group cannot be a special committee – committees can ONLY be board members. 2. ad hoc committee and subcommittee – there’s no distinguishing between the terms 	<p>The term(s) suggestions are from the open meetings act: AS 44.62.310. Government meetings public. (h) In this section, (1) “governmental body” means an assembly, council, board, commission, committee, or other similar body of a public entity with the authority to establish policies or make decisions for the public entity or with the authority to advise or make recommendations to the public entity; “governmental body” includes the members of a subcommittee or other subordinate unit of a governmental body if the subordinate unit consists of two or more members;</p>

If you want to have the following guidelines apply to **subunits/subordinate unit/subordinate bodies**, then the term that is chosen would need to be added to the guideline you want to apply – for example:

1. The board chair will determine the need for and assignment of members of a committee or **subunits/subordinate unit/subordinate bodies** under the following general guidelines:
 - A. Committee or **subunits/subordinate unit/subordinate bodies** membership, mission, and duties will be determined by the board chair. The committee and **subunits/subordinate unit/subordinate bodies** size depends upon the availability of board members and the complexity of the issue to be addressed.
 - B. Committees or **subunits/subordinate unit/subordinate bodies** may be made up of one or more board members, but fewer than a quorum of the board.
 - C. As a general rule, a board member should not serve as chair of more than one committee or **subunits/subordinate unit/subordinate bodies** at a time.
 - D. Most committee or **subunits/subordinate unit/subordinate bodies** work is expected to occur between scheduled board meetings. All board members should endeavor to actively participate in their assigned committees.
 - E. At scheduled board meetings each committee or **subunits/subordinate unit/subordinate bodies** will provide a progress report.
 - F. The board may
 - (i) accept the committee's or **subunits/subordinate unit/subordinate bodies** conclusions and recommendations as presented;
 - (ii) accept the committee's or **subunits/subordinate unit/subordinate bodies** conclusions and recommendations as altered or supplemented by the board;
 - (iii) reject the committee's or **subunits/subordinate unit/subordinate bodies** conclusions and recommendations and act on the issue as it considers appropriate; or

return the issue to the committee or **subunits/subordinate unit/subordinate bodies** with a request for further work by the committee.

From the guidance manual I propose changing the following:

EXISTING GUIDANCE MANUAL

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.

PROPOSED LANGUAGE

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. The documents must be accessible for later reference.

Documents may be sealed with an original hand signature over the seal or a digitally signed and sealed with third party certificate authority. An electronic image of the signature may not be used over the seal on its own unless the document is subsequently printed and an original hand signature is placed over the seal and accessible for later reference.

Digital Signatures

The requirements of digital signatures are that:

1. The Digital Signature must be unique to the person using it.
2. The Digital Signature must be capable of verification through a third party Certificate Authority.
3. The Digital Signature must be under the sole control of the person using it.
4. The Digital Signature must be linked to data in such a manner that if the data is changed the Digital Signature is invalidated.

Definitions

- "Certificate" means a computer-based record which: (a) Identifies the certification authority. (b) Identifies the subscriber. (c) Contains the subscriber's public key. (d) Is digitally signed by the certification authority
- "Certification authority" means a person who issues a certificate.
- "Digital signature" means a type of electronic signature that transforms a message using an asymmetric cryptosystem such that a person having the initial message and the signer's public key can accurately determine: (a) Whether the transformation was created using the private key

that corresponds to the signer's public key. (b) Whether the initial message has been altered since the transformation was made. A "key pair" is a private key and its corresponding public key in an asymmetric cryptosystem, under which the public key verifies a digital signature the private key creates. An "asymmetric cryptosystem" is an algorithm or series of algorithms which provide a secure key pair.

Force and effect of digital signature. — Unless otherwise provided by law, an digital signature may be used to sign a writing and shall have the same force and effect as a written signature.

Retention of Electronic Records

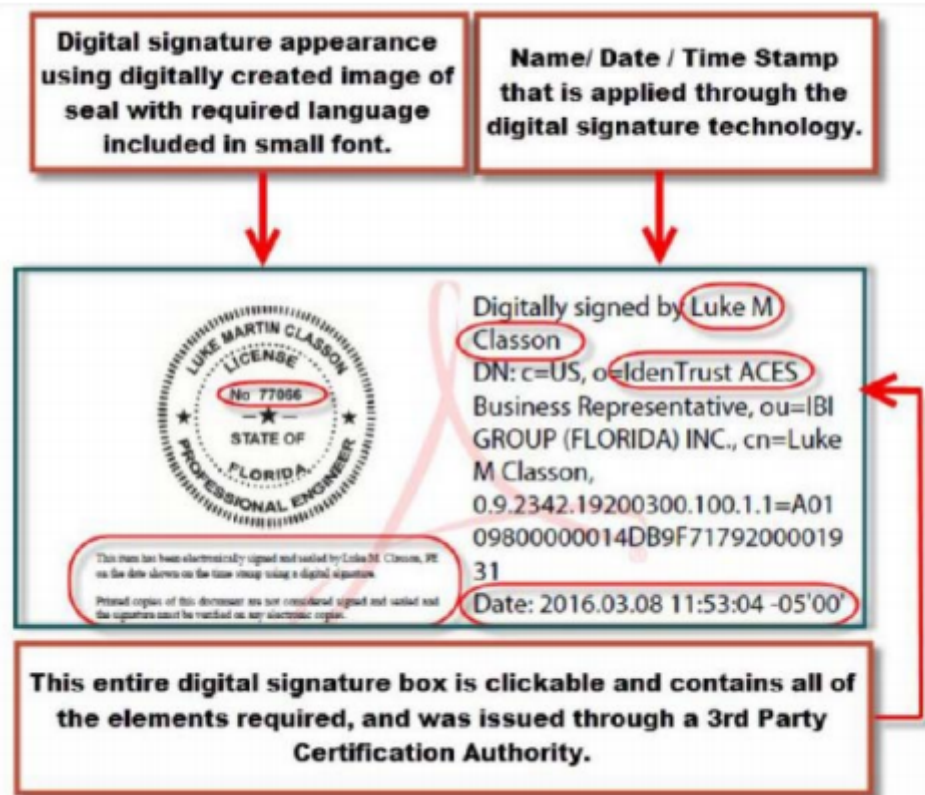
If a law requires that a record be retained, the requirement is satisfied by retaining an electronic record of the information that:

1. Accurately reflects the information set out in the record after it was first generated in its final form as an electronic record or otherwise; and
2. Remains accessible for later reference.

Procedures for Signing and Sealing Electronically Transmitted Documents

An AELS licensed professional utilizing a digital signature to electronically sign and seal engineering plans, specifications, reports or other documents shall have their identity authenticated by a certification authority and shall assure that the digital signature is:

- (a) Unique to the person using it;
- (b) Capable of verification;
- (c) Under the sole control of the person using it; and,
- (d) Linked to a document in such a manner that the digital signature and correspondingly the document is invalidated if any data in the document is changed.



BACKUP INFORMATION

A Digital Signature

The online equivalent of a notarized signature. The Certificate Authority (CA) serves as the notary in terms of verifying an identity, while a trusted timestamp verifies the date and time the signature was applied. A digital signature is made up of several components:

- 1) Adobe Acrobat Pro or Pro DC – Most digital signatures are built using the Adobe platform. Step one creates the digital certificate. Step two involves scanning a professional’s seal and saving the jpeg file on the computer hard drive. Acrobat then imports it into the digital signature. Step three will add the Certificate Authority (CA) file, token key or serial number to the digital signature as verification of the design professional’s identity.
- 2) Digital Certificate – A way of proving an identity in online transactions and is unique to each person when signing a document. The typical digital certificate includes the full name, email address and professional qualifications for signing.
- 3) Certificate Authority (CA) – A third party verification entity that certifies an identity. Software is used, or a token key on a smart card or USB drive is provided, that will attach to the digital certificate in Adobe Acrobat. Some companies require background checks or others ways to verify identity.
- 4) Secure Hash – When the design professional clicks “sign” in Adobe Acrobat, a unique digital fingerprint (called a hash) of the document is created using a mathematical algorithm. This hash is

specific to this particular document; even the slightest change would result in a different hash. The hash is encrypted using the private key from the digital certificate. The encrypted hash and public key are combined into a digital signature, which is applied to the document.

How does it work?

When a digital signature is applied on a drawing, a cryptographic operation binds the digital certificate and the data being signed such as a PDF or other drawing file into one unique descriptor. Any change to the drawing will remove that unique descriptor and will be indicated when opened in Adobe. A Signature Invalid warning will display, "This Document has been modified."

Authentication – Since a third-party validated certificate was used to apply the signature, recipients can easily verify the validity of the drawing. A right click on the digital signature displays a popup screen to validate the signature, showing the Summary, Certificate Authority, Revocation, Trust, Date/Time, Signature Properties and Policies. When the drawing is opened in Adobe, it will ask the recipient to validate the signature.

Data Integrity – When the signature is verified, it checks that the data in the document matches what was in the hash when the signature was applied. Even the slightest change to the original document results in a fail. Engineers can no longer self-sign their own Digital Signature. The new requirement involves having an identity, digital seal, and signature validated by a third party Certificate Authority. Some design professionals have successfully used IdenTrust, Cosign, and GlobalSign, as an example. For example, these companies validate an identity, then have the design professional download software or provide a USB drive with a token key or serial number to add to the signature.

26. 1:45 pm – Special Groups

A. Land Surveyor Subcommittee – Maxwell, Rinckey

1. Recorded Plat – regulation change (document included – see below)

B. ADEC Regulations Working Group – Leman, Garness (no document included)

C. DOT Bridge / Structural Engineering Working Group – Strait / Leman (no document included)

D. Architectural Engineering – Leonetti (no document included)

12 AAC 36.184. REQUIREMENT OF SEALS

1. A registrant is required to seal the following
 1. Survey plats recorded by the recorder's must be sealed by a professional land surveyor registered under this chapter.
 2. Drawings, engineering surveys, reports, and construction documents regarding the structural systems of a significant structure must be sealed by a professional structural engineer registered under this chapter. (36.185(i))(Suggestion made by Regulations Specialist)
2. For the purposes of this section survey plats shall mean a map or delineated representation of a tract or parcel of land showing the subdivision of land into lots, blocks, streets, or other divisions as required to be recorded.

27. 2:30pm - Break
28. 2:45pm – Assign Committees w/chairs – Garness (document included – see below)
 - A. Investigative Advisory Committee
 - B. Outreach Committee
 - C. Guidance Manual Committee
 - D. Legislative Liaison Committee
 - E. Education Committee
 - F. Emeritus Committee
 - G. Planning & Implementation Committee
29. 3:15 pm – Set Committee Meeting Dates (no document included)
30. 3:30 pm – Review Action Item List - Strait (no document included)
31. 3:45 pm – Read Applicants into the Record – Strait (no document included)
32. 4:00 pm – Upcoming Calendar: (no document included)
 - A. May 16-17th – NCEES Zones, Bozeman, MT – Johnson/Maxwell/Maynard
 - B. June 13-15th – NCARB Annual Business Meeting, Chicago, IL - Baril
 - C. August 14-17th – NCEES Annual Business Meeting, Chicago, IL
 - D. August 22-23rd – August Board meeting

- E. September 2024 – CLARB Annual Business Meeting, Buffalo, NY – Leonetti
 - F. October 2024 – NCARB – Chair/MBE Summit
 - G. November 2024 – Set board meeting dates
33. 4:15 pm – Board Member Comments (no document included)
 34. 4:30 pm – Adjourn (no document included)

AELS Board Committees Roster

March 2024

Guidance Manual Committee		Outreach Committee
Randall Rozier (Chair)		Jake Maxwell (Chair)
Brent Cole		Randall Rozier
Ed Leonetti		Sterling Strait
Jake Maxwell		
Investigative Advisory Committee		Legislative Liaison Committee
Ed Leonetti (Chair)		Jeff Garness
Brent Cole		Elizabeth Johnston
Elizabeth Johnston		Ed Leonetti
Jake Maxwell		
Planning and Implementation		Education Committee
Ed Leonetti (Chair)		Jeff Garness
Sterling Strait		Sterling Strait
Jeff Garness		Ed Leonetti
Emeritus Status		