

# PROFESSIONAL LICENSING

# Boards & Commissions

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## NEW MEMBER QUICK-START GUIDE

### 1. CONTACT YOUR BOARD STAFF LIAISON.

The nerve center of your licensing program is the desk of the division's liaison for your board. All information passes through this expert. Ask all the questions you have, and you will receive more information than you even knew you needed.

### 2. READ YOUR STATUTES & REGULATIONS.

Statutes equal your board's legal authority. Regulations are the board and division's clarification of the statutory authority given by the Alaska State Legislature. These are the most important documents you will need to do your job.

### 3. REVIEW YOUR PROGRAM'S WEB SITE.

All licensing programs have their own pages under [professionallicense.alaska.gov](http://professionallicense.alaska.gov). License applications and instructions, FAQs, proposed regulations, and many additional useful resources exist on your site.

### 4. REVIEW THE BOARD RESOURCE PAGE.

The division has launched a page focused on board member tools, and it is awaiting your examination and feedback. What do you love? What more should be added?

### 5. READ THE MEMBER "GUIDE TO EXCELLENCE IN REGULATION."

This is the handbook to service as a professional licensing board or commission member. Great responsibility rests on your shoulders now, and this guide can help. Focus first on:

- Professional Licensing Boards and Commissions Overview
- Executive Branch Ethics
- Framework for Decisionmaking
- Meetings and Parliamentary Procedure

### 6. COMPLETE THE FORMS REQUIRED TO REIMBURSE YOUR TRAVEL EXPENSES.

Enough said.