



THE STATE  
of **ALASKA**  
GOVERNOR BILL WALKER

Department of Commerce, Community,  
and Economic Development

P.O. Box 110806  
Juneau, AK 99811-0806  
Main: 907.465.2550  
Fax: 907.465.2974

**PROOF OF BONDING AND INSURANCE REQUIRED:**

To complete the renewal process you must submit current proof of bonding and insurance separately. Copies of original bonds already on file or bills cannot be accepted. Bonding and insurance older than 30 days are also unacceptable. Please print the confirmation page at the end of the payment process. Submit the confirmation page AND current proof of bonding and insurance as instructed on the renewal form. Due to the volume of documents received at the Division, bonding and insurance certificates submitted directly from your insurance agent cannot be accepted for purposes of renewing your contractor license.

E-mail your confirmation page and proof of bonding, insurance, or supporting documents for 'Yes' answers to professional fitness questions to License@Alaska.Gov, include your DBA name and Contractor license number in the subject line of your e-mail OR you may mail documents along with your confirmation page to the address below:

State of Alaska/DCCED/CBPL  
Contractor Section  
PO Box 110806  
Juneau, AK 99811-0806

**You must understand the following:**

- The renewal is NOT complete until current proof of bonding and insurance are submitted to the Division.
- You will need to print the confirmation page (after the payment page).
- You must submit a copy of the confirmation page AND the bonding and insurance documentation together.
- Documents will NOT be accepted if submitted directly from my insurance provider.

**GENERAL WEB INSTRUCTIONS:**

**Mailing Address** - Review your mailing address; if your current address is different than what appears on the online renewal webpage, delete the auto-populated address and enter your new address. After completing your online renewal, this will automatically update your file with our Division. This is your opportunity to change your address without submitting a Change of Address form. If you have an address change after the renewal period, you will be required to submit the address form.

**E-mail Address** - Please enter a valid e-mail address in the space provided. This is becoming increasingly important as the Division transitions to electronic communication as a more common form of contacting licensees.

**Profession Fitness** - Answer the professional fitness questions to the best of your knowledge. If in doubt, disclose. For all questions in which you respond with a "yes" answer, you will need to provide a written and signed statement including:

- dates
- locations
- circumstances

In addition, you must also send any supporting documents that are applicable to the question and your "yes" answer(s), including:

- court records
- judgments
- charging documents

- notice of fines
- cease & desist letters

Do not submit copies of outdated bonds. Applications submitted without the appropriate attachments will be considered incomplete and will not be processed.

### **GENERAL INFORMATION:**

**SOCIAL SECURITY NUMBERS** – In accordance with AS 08.01.100, the department is not authorized to renew a license unless the applicant's social security number has been provided to the department. If you do not have a social security number, you may download the Request for Exception from Social Security Number Requirement form at <http://commerce.alaska.gov/dnn/cbpl/ProfessionalLicensing.aspx> or contact the division. If you previously qualified for a waiver to this requirement, you must still requalify to renew.

**PAYMENT OF CHILD SUPPORT AND STUDENT LOAN** - If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, or if the Alaska Commission on Post-Secondary Education has determined you are in loan default, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 or the Post-Secondary Education office at (907) 465-2962 or 1-800-441-2962 to resolve payment issues.

**PUBLIC INFORMATION** – Please be aware that all information on this renewal form will be available to the public, unless required to be kept confidential by state or federal law. Licensee information, including mailing addresses, is available on the division's website at: <http://commerce.alaska.gov/dnn/cbpl/ProfessionalLicensing.aspx> under License Search.

**BUSINESS LICENSES** – Renewal applications for business licenses are processed separately. For more information about business licenses, call (907) 465-2550 or go to <http://commerce.alaska.gov/dnn/cbpl/BusinessLicensing.aspx>.

### **AUDIT REQUIREMENTS FOR RESIDENTIAL ENDORSEMENT HOLDERS:**

#### **12 AAC 02.960. AUDIT OF COMPLIANCE WITH CONTINUING COMPETENCY REQUIREMENTS –**

(e) A licensee selected for audit under (c) or (d) of this section will be notified by the department. Within 30 days of notification, the licensee shall submit to the department, documentation to verify completion of the continuing competency activities claimed on the statement submitted with the application for license renewal. The documentation must include a valid copy of a certificate or similar verification of satisfactory completion of the continuing competency activities claimed that provides

- (1) the name of the licensee;
- (2) the amount of continuing competency credit awarded;
- (3) a description of the continuing competency activity;
- (4) the dates of actual participation or successful completion; and
- (5) the name, mailing address and signature of the instructor, sponsor, or other verifier.

(f) A licensee subject to audit under (a) of this section is responsible for maintaining adequate and detailed records of all continuing competency activities completed and shall make the records available to the department on request. A licensee shall maintain the records until the later of

- (1) four years from the date of completion of the continuing competency activity; or
- (2) if the licensee was selected for audit, the date that the department notifies the licensee that the audit is completed.

(g) The department will extend the period for providing documentation of completion of continuing competency activities if the department finds that the licensee has good cause for the need for additional time to submit the documentation required in (e) of this section.

(h) The department will notify the respective board of a licensee's failure to comply with the department's request for records under (e) of this section.

(i) For professions licensed by the department, the department will consider the licensee's failure to comply with the department's request for records under (e) of this section as grounds for imposition of disciplinary sanctions to the extent allowed under AS 08 and this title.

(j) In this section, "successful completion" means the date that credit for the continuing competency activity is awarded by the instructor, sponsor, or other verifier for completion of the activity.

#### **12 AAC 02.965. FAILURE TO MEET CONTINUING EDUCATION REQUIREMENTS FOR RENEWAL AND REINSTATEMENT OF LICENSE –**

(a) Except as otherwise provided in AS 08 or this title, a license issued under AS 08 will not be renewed or reinstated if the applicant for renewal or reinstatement has not earned the required

number of continuing education credits. The applicant may earn the required number of credits after the expiration date of the license. Continuing education credits earned to reinstate or renew an expired license may not be used to satisfy the continuing education requirements for a future renewal or reinstatement. Credits submitted to satisfy the continuing education requirements under this section must be approved under AS 08 and this title by the department or the applicable board.

(b) For the purposes of this section, "continuing education credits" includes continuing competency, contact hours, continuing education units (CEU's), and credit hours.