

Nancy Dahlstrom
Lieutenant Governor
State Capitol
Juneau, Alaska 99811
907.465.3520
WWW.LTGOV.ALASKA.GOV




530 West 7th Ave, Suite 1700
Anchorage, Alaska 99501
907.269.7460
LT.GOVERNOR@ALASKA.GOV

**OFFICE OF THE LIEUTENANT GOVERNOR
ALASKA**

MEMORANDUM

TO: Victoria Caltagirone
Department of Commerce, Community and Economic Development

FROM: April Simpson, Office of the Lieutenant Governor 
465.4081

DATE: March 17, 2023

RE: Filed Permanent Regulations: Department of Commerce, Community and Economic Development

Department of Commerce, Community and Economic Development regulations re:
Professional Licensing - Mechanical Administrators' Licensing Requirements (12 AAC
39.012, .022, .033)

Attorney General File:	2022200560
Regulation Filed:	3/17/2023
Effective Date:	4/16/2023
Print:	246, July 2023

cc with enclosures: Colleen Bailey, Department of Law
Judy Herndon, LexisNexis
Alison Osborne, Regulations Specialist

FOR DELEGATION OF THE LIEUTENANT GOVERNOR'S AUTHORITY

I, NANCY DAHLSTROM, LIEUTENANT GOVERNOR OF THE STATE OF ALASKA, designate the following state employees to perform the Administrative Procedures Act filing functions of the Office of the Lieutenant Governor:

**Josh Applebee, Chief of Staff
Kady Levale, Notary Administrator
April Simpson, Regulations and Initiatives Specialist**

IN TESTIMONY WHEREOF, I have signed and affixed the Seal of the State of Alaska, in Juneau, on December 11th, 2022.



Nancy Dahlstrom

**NANCY DAHLSTROM
LIEUTENANT GOVERNOR**

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

The attached four pages of regulations, dealing with mechanical administrator licensing are adopted and certified to be a correct copy of the regulation changes that the Department of Commerce, Community, and Economic Development adopts under the authority of AS 08.40.045, AS 08.40.050, AS 08.40.060, AS 08.40.090, AS 08.40.110, AS 08.40.120, AS 08.40.150, and after compliance with the Administrative Procedure Act (AS 44.62), specifically including notice under AS 44.62.190 and 44.62.200 and opportunity for public comment under AS 44.62.210.

This action is not expected to require an increased appropriation.

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

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

DATE: 1/12/2023

DocuSigned by:

Sylvan Robb

0040BEF9CCE4AF
Sylvan Robb, Director
Division of Corporations, Business and
Professional Licensing

FILING CERTIFICATION

April Simpson for

I, Nancy Dahlstrom, Lieutenant Governor for the State of Alaska, certify that on March 17, 2023 at 3:34 p.m., I filed the attached regulations according to the provisions of AS 44.62.040 – 44.62.120.

for April Simpson

Nancy Dahlstrom, Lieutenant Governor

Effective: April 16, 2023

Register: 246, July 2023

12 AAC 39.012 is amended to read:

12 AAC 39.012. Application for licensure by examination. (a) A complete application for a mechanical administrator license by examination consists of

(1) a completed application, on a form provided by the department, that identifies the license category for which the applicant is applying **and includes self-certifications by the applicant confirming that the applicant meets the qualifications for the identified license as set out under 12 AAC 39.202 - 12 AAC 39.332;**

(2) the fees required in 12 AAC 02.245;

(3) **the applicant's** official transcripts from a college, university, or trade school [ATTENDED BY THE APPLICANT] that is nationally or regionally accredited or approved by the Alaska Commission on Postsecondary Education if the applicant is submitting proof of completed education to qualify for a license; official transcripts must be sent directly to the department by that college, university, or trade school; **and**

(4) [A COMPLETE RÉSUMÉ DETAILING THE APPLICANT'S EDUCATION AND EXPERIENCE IN THE LICENSE CATEGORY FOR WHICH THE APPLICANT IS APPLYING;

(5) A NOTARIZED CERTIFICATE IN SUPPORT OF THE APPLICANT'S EXPERIENCE, SKILLS, AND QUALIFICATIONS FOR LICENSURE AS A MECHANICAL ADMINISTRATOR FROM EACH OF THREE PERSONS WHO

(A) IS EMPLOYED IN THE MECHANICAL INDUSTRY IN ANY STATE; AND

(B) HAS DIRECT PERSONAL KNOWLEDGE OF THE APPLICANT'S
WORK EXPERIENCE AND QUALIFICATIONS; AND

(6)] verification that the applicant has obtained, within the 12 months immediately preceding the date of application, a score of at least 70 percent on a [THE] mechanical administrator examination [ADMINISTERED BY PSI SERVICES, LLC OR OTHER EXAMINATION] approved by the department.

(b) The department may [WILL, IN ITS DISCRETION,] require additional documentation necessary to substantiate the experience claimed by an applicant before approving an applicant for licensure by examination. (Eff. 7/7/94, Register 131; am 11/26/94, Register 132; am 1/22/2004, Register 169; am 7/21/2021, Register 239; am 4/16/2023, Register 246)

Authority: AS 08.40.230 AS 08.40.260 AS 08.40.310
AS 08.40.240 AS 08.40.270

[EDITOR'S NOTE: INFORMATION ON THE MECHANICAL ADMINISTRATOR EXAMINATION REFERRED TO IN 12 AAC 39.012 MAY BE OBTAINED FROM PSI SERVICES, LLC, 3210 EAST TROPICANA AVENUE, LAS VEGAS, NEVADA 89121; TELEPHONE: (800) 733-9267; E-MAIL: EXAMSCHEDULE@PSIONLINE.COM; WEBSITE: WWW.EPSIONLINE.COM.]

12 AAC 39.022 is amended to read:

12 AAC 39.022. Application for licensure by credentials. (a) A complete application for a mechanical administrator license by credentials consists of

(1) a completed application, on a form provided by the department, that identifies the license category for which the applicant is applying **and includes self-certifications by the applicant confirming that the applicant meets the qualifications for the identified license as set out under 12 AAC 39.202 - 12 AAC 39.332;**

(2) the fees required in 12 AAC 02.245;

(3) verification of a current, active license from another state, sent directly to the department by the other state, **which** [THAT] identifies any relevant license category;

(4) verification of an examination passed in another state, sent directly to the department by the other state, that is equivalent to the examination administered in this state; **and**

(5) **the applicant's** official transcripts from any college, university, or trade school [ATTENDED BY THE APPLICANT] that is nationally or regionally accredited or approved by the Alaska Commission on Postsecondary Education if the applicant is submitting proof of completed education to qualify for a license; official transcripts must be sent directly to the department by that college, university, or trade school [;

(6) [A COMPLETE RÉSUMÉ DETAILING THE APPLICANT'S EDUCATION AND EXPERIENCE IN THE LICENSE CATEGORY FOR WHICH THE APPLICANT IS APPLYING; AND

(7) REPEALED 11/26/94;

(8) A NOTARIZED CERTIFICATE IN SUPPORT OF THE APPLICANT'S EXPERIENCE, SKILLS, AND QUALIFICATIONS FOR LICENSURE AS A MECHANICAL ADMINISTRATOR FROM EACH OF THREE PERSONS WHO

(A) ARE EMPLOYED IN THE MECHANICAL INDUSTRY IN ANY STATE; AND

(B) HAVE DIRECT PERSONAL KNOWLEDGE OF THE APPLICANT'S WORK EXPERIENCE AND QUALIFICATIONS].

(b) The department **may** [WILL, IN ITS DISCRETION,] require additional documentation necessary to substantiate the experience and education claimed by an applicant before approving an applicant for licensure by credentials. (Eff. 7/7/94, Register 131; am 11/26/94, Register 132; am 1/22/2004, Register 169; am 7/21/2021, Register 239; am 4 / 16 / 2023, Register 246)

Authority: AS 08.40.230 AS 08.40.260 AS 08.40.310
AS 08.40.240 AS 08.40.270

12 AAC 39 is amended by adding a new section to Article 1 to read:

12 AAC 39.033. Reexamination. An applicant may not take the written examination more than three times within a 12-month period. (Eff. 4 / 16 / 2023, Register 246)

Authority: AS 08.40.230 AS 08.40.260 AS 08.40.310
AS 08.40.240 AS 08.40.270